

Competence 6

The ability to manage communication between the onshore engineering team and the Offshore Project Team

This meets the requirements of IMCA C001/M/A10/B03, 5, 6, 9/02

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Establishes and maintains effective communication links with the Offshore/Onshore Project Teams and their managers	
b)	Ensures positive relationships are maintained with both client and company management	
c)	Ensures all significant communication which takes place between onshore and offshore personnel is recorded in line with company procedures	
d)	Complies with the correct protocol for all communication between offshore and shore based management	
e)	Ensures all technical safety information issued from the company is made available to personnel at the worksite	
f)	Ensures all technical management information issued from the company is made available, where necessary, to personnel at the worksite	
g)	Demonstrates adherence to planned time-frames by good communication (does not take short cuts)	
h)	Ensure information from onshore trials is communicated to offshore personnel	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	