

Competence 3

The ability to co-ordinate equipment tracking activities

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)	Assists with the maintenance of certification systems	
b)	Maintains the shipping records and manifests	
c)	Maintains inventories for third party and company equipment	
d)	Ensures the appropriate control of materials and equipment is undertaken, including: requisitioning, goods received notes, distribution and manifesting	

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