

Competence 4

The ability to assist the Offshore Project Manager and co-ordinate administration 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 the Offshore Project Manager with project planning	
b)	Can monitor and maintain schedule in conjunction with the Offshore Project Manager and Department Supervisors	
c)	Assists the Offshore Project Manager with the preparation, distribution and filing of accurate documentation and information, including: ensuring all documentation and proformas used comply with company guidelines, producing DPR in readiness for approval to Offshore Project Manager and Client(s) for sign off, recording and distributing meeting minutes, including HAZIDs, risk assessments and other operational meetings, HAZOBs and UERs, including, where necessary, witness statements, photographs, material and black box evidence	
d)	Demonstrates a good working knowledge of IT systems and software, and maintains electronic records and filing systems in accordance with company requirements	
e)	Maintains and co-ordinates appropriate personnel records including training and competence records, where these are required to be kept onsite	
f)	Ensures all project and company documentation (deliverables) are returned to relevant Onshore Manager	
g)	Can co-ordinate and maintain company documentation relevant to emergency procedures	

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