## **Offshore Administrator**





The ability to adhere to emergency procedures as required on the vessel or installation where operations take place

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) Can locate all emergency exits onboard vessel and installation			
b) Can summon assistance in the event of any accidents or incidents			
c) Can locate alarms and describe how they are activated in the event of an emergency			
d) Can manage situations arising from unexpected events			
e) Can co-ordinate and review company documentation that is relevant to emergency procedures			
f) Can ensure a return to normal working activities after an emergency situation or drill			
Witness name:		Date:	
(If applicable in assessment plan)		Date.	
Assessor name:		Date:	

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