

## Competence 4

**The ability to liaise with the client and shore based management personnel**

*This meets the requirements of IMCA R/R01/000/04/04*

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 client	
b)	Establishes and maintains effective communication links with the Onshore Project Team/manager	
c)	Ensures positive relationships are maintained with both client and company management throughout the contractual period	
d)	Ensures all significant communication that takes place between company and client personnel is recorded in line with company procedures	
e)	Complies with the correct protocol for all communication between client/shore based management during the operational period	
f)	Ensures all safety information issued from the company is made available to personnel at the worksite	
g)	Ensures all management information issued from the company is made available, where necessary, to personnel at the worksite	

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