

## Competence 4

**Demonstrates the ability to liaise with the Client and Shore Based Management Personnel**

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 & Technical Support Team	
c)	Establishes and maintains effective communication links with equipment manufacturers regarding spairs, repairs, system updates and developments	
d)	Ensures positive relationships are maintained with both Client and Company Management throughout the contractual period	
e)	Ensures all significant communication that takes place between Company and Client Personnel is recorded in line with Company Procedures	
f)	Complies with the correct protocol for all communication between Client/Shore Based Management during the operational period	
g)	Ensures all safety information issued from the Company is made available to Personnel at the worksite	
h)	Ensures all management information issued from the Company is made available, where necessary, to personnel at the worksite	
i)	Ensures all equipment mobilisations and demobilisations are conducted in a safe, efficient and timely manner	
j)	Ensures any 'deviation from procedures' are effectively managed and appropriate communications carried out	
k)	Provides input to management for the preparation of management reports where applicable	

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