

Competence 8 Underpinning Knowledge Questions

Demonstrates the ability to manage administrative requirements in the workplace

Refer to the performance criteria for this competence for guidance on the subjects for questions

Candidate Name:		Date:	
<i>N.B, The Assessor may ask the candidate for oral or written responses to questioning</i>			
Underpinning Knowledge Questions			Satisfactory Response?
1	What is the procedure for updating controlled documentation in your organisation?		
2	What are the key points included in a clients' contract that relate to the offshore operation?		
3	How are equipment calibrations recorded in your organisation?		
4	List the main features found in a typical 'end of trip' report. You may use examples		
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10			
Feedback on answers received:			
Witness name: (if applicable in assessment plan)		Date:	
Assessor name:		Date:	