

Assistant Workshop Technician

Verification of competence, education and training

Candidate Name:	
Date of birth:	
Candidate email:	

I confirm that the person detailed above:

- 1 Has been employed by _____ (company name)
- 2 At the position of _____

Between the dates of _____ and _____
- 3 Totalling approximately _____ offshore days
- 4 I can confirm that the person holds a valid and authentic academic/trade qualification (where applicable) for the position at which they are employed (*please provide copies of certificates*) .
- 5 In my view the person has demonstrated the skills necessary to be deemed competent at the above grade in accordance with IMCA guidelines (if applicable) and within MTCS Competencies (listed on sheet 2). I would therefore like to recommend that they be assessed for the grade (please provide copies of recent appraisals/performance reviews).
- 6 The person has a valid offshore medical and survival suitable for the geographical area in which they work (*please provide copies of certificates*) .

Witness name:		Position:	
Witness signature:		Date:	
Witness email:		Witness contact no:	
Company name / address:			
MTCS (UK) Ltd Email: enquiries@mtcs.info		Tel: +44 (0)15394 40200 www.mtcsuk.com	

Job Summary:

An Assistant Workshop Technician is regarded as someone who can assist in the 'first line' fault finding on equipment and undertake routine maintenance. In many cases, the Assistant Workshop Technician will be required to assist the Workshop Technician in more complex technical activities such as component level fault finding, system set-up and calibration.

In practise there is some overlap between Assistant Workshop Technician and the Workshop Technician grades. It is not the intention of this programme to limit the technical activities undertaken by a Assistant Workshop Technician when they are clearly capable of undertaking some of the responsibilities of the Workshop Technician grade, with the consent of the Senior Workshop Technician or Workshop Manager.

Entry Level Specifications:

- Minimum HNC in Electrical or Mechanical Discipline

Competencies:

- 1) The ability to perform activities in a safe manner in accordance with legislative and operating company requirements
- 2) The ability to participate in emergency procedures as required in the workshop
- 3) The ability to perform in a team and cooperate in all operational activities in a safe and reliable manner
- 4) The ability to undertake all routine preventative maintenance activities that are required to be carried out on electrical subsea equipment
- 5) The ability to undertake all routine preventative maintenance activities that are required to be carried out on subsea hydraulic and mechanical systems
- 6) The ability to undertake routine fault finding activities on electrical, electronic and video systems
- 7) The ability to undertake routine fault finding activities on hydraulic and mechanical systems
- 8) The ability to remove, test and inspect auxiliary equipment as required prior to and after subsea operations
- 9) The ability to perform all the duties required during functional system checks
- 10) The ability to assist in electrical and mechanical umbilical re-terminations