

## Competence 9

**The ability to manage and co-ordinate mobilisation and de-mobilisation activities in the workplace**

*This meets the requirements of IMCA This meets the requirements of IMCA R/01/000/04/04*

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)	Can delegate activities and involve personnel in decision making processes during mobilisation/de-mobilisation activities	
b)	Identifies documentation required during the mobilisation and can allocate activities to personnel in accordance with operational requirements	
c)	Can carry out pre-mobilisation site visits and update management on specific requirements for the project	
d)	Prepares documentation that is required for the transportation of equipment to and from the vessel, including shipping manifests	
e)	Arranges transport and accommodation for crew where necessary	
f)	Ensures all safety procedures and requirements are communicated to personnel not directly involved in the team	
g)	Can effectively liaise with port authorities and third party personnel involved in mobilisation activities	
h)	Completes all reports on mobilisation/de-mobilisation activities in accordance with company requirements	

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