

Competence 4

The ability to implement and manage maintenance activities

This meets the requirements of IMCA This meets the requirements of IMCA R/RO2/000/04/04

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 allocate maintenance tasks to technicians taking into account operational requirements	
b)	Ensures correct technical and health and safety documentation and procedures are available at the worksite prior to commencing maintenance activities	
c)	Performs a 'tool box' talk, where necessary, briefing technicians on safety and technical requirements of the maintenance schedule	
d)	Maintains maintenance records including inventories, engineers logs and equipment serviceability records	
e)	Maintains effective communication with shore based staff to ensure maintenance records are maintained	
f)	Consistently adheres to environmental safety policies during maintenance activities and ensures team members are briefed on requirements	
g)	Can re-order spares in accordance with company procedures	
h)	Provide support and guidance to technicians in maintenance activities	
i)	Has an ability to review and suggest improvements to maintenance schedules and include information on management reports for shore based personnel	

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