

## Competence 9

The ability to undertake all routine administrative tasks that are required to be undertaken during normal ROV/Plough operations

*This meets the requirements of IMCA R/RO3/000/10/10*

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 locate and interpret work scopes for subsea operations as required by the client company	
b)	Can prepare dive and video logs for use during dive operations in both paper and electronic format where appropriate	
c)	Can prepare equipment calibration logs for use during dive operations in both paper and electronic format where appropriate	
d)	Can log data at required intervals during subsea operations	
e)	Records video information on to tape or other storage devices as appropriate in accordance with company and client requirements	
f)	Completes dive and video logs during subsea operations in both paper and electronic format as appropriate	
g)	Can log and file video tapes and other data storage devices in accordance with company and client requirements	
h)	Can perform audio dubbing activities where necessary	
i)	Can identify anomalies and non conformances in data collected during dive operations	
j)	Ensures that information collected conforms with company quality assurance and quality control policies	

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