

Competence 2

Demonstrate the ability to complete an audit report

This meets the requirements of IMCA R006, P02/000/01-04

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)	Complies an appropriate audit report that is distributed to all stakeholders.	
b)	Demonstrates appropriate communication skills at all stages of the audit process including: - meeting skills; report writing; questioning skills & feedback skills.	
c)	Show an understanding of all of the following in support of the audit process: - safety management / quality management / environmental protection / ISO standards / IMO requirements.	
d)	Assessor - I have discussed the above performance criteria with the candidate and confirm that they have the underpinning knowledge & understanding to support their performance in these criteria	
e)	Candidate - write a short report (250 words max) on how you achieved these criteria over the 3 assessed work activities.	

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