

## Competence 8 Underpinning Knowledge Questions

**Demonstrates the ability to manage administrative requirements in the workplace**

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

Refer to the performance criteria for this competence for guidance on the subjects for questions

Candidate Name:		Date:	
<i>N.B, The Assessor may ask the candidate for oral or written responses to questioning</i>			
<b>Underpinning Knowledge Questions</b>			<b>Satisfactory Response?</b>
1	What is the procedure for updating controlled documentation in your organisation?		
2	What are the key points included in a clients' contract that relate to the offshore operation?		
3	How are equipment calibrations recorded in your organisation?		
4	List the main features found in a typical 'end of trip' report. You may use examples		
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<b>Feedback on answers received:</b>			
Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	