

Competence 6

The ability to manage administrative requirements in the workplace

This meets the requirements of IMCA R/R11/000/05

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)	Ensures all technical, operational and safety documentation is kept updated	
b)	Allocates responsibility for maintaining documentation, where appropriate, to other members of the offshore team	
c)	Correctly interprets contractual arrangements for operational issues including 'downtime', 'waiting on weather', 'poor performance' and maintenance requirements	
d)	Correctly interprets contractual arrangements for the calibration of equipment as required during the offshore operation	
e)	Correctly interprets worksopes and end-of-trip reporting systems	
f)	Ensures all reports are completed in a timely manner in accordance with company and client requirements	

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