

Competence 7

The ability to oversee all routine administrative requirements during subsea operations and maintenance activities
This meets the requirements of IMCA R/R12/000/07

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)	Locates all operational and maintenance documentation and ensures it is made available to colleagues	
b)	Produces clear, comprehensive written reports for onshore management and clients to company	
c)	Ensures the correct completion of logs produced by colleagues where appropriate	
d)	Can operate, maintain and supervise the use of company computer-based maintenance programmes	
e)	Can liaise with the client to ensure technical and operational documentation is maintained in accordance with the client company requirements	
f)	Can suggest improvements that can be made to administrative procedures as carried out offshore	

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