

## Competence 12

**Demonstrates the ability to oversee all routine administrative requirements during sub-sea operations and maintenance activities**

*This meets the requirements of IMCA R/RO2/000/06/06*

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 ensures all operational and maintenance documentation 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:	