

## Workshop Manager

Verification of competence, education and training

Candidate Name:	
Date of birth:	
Candidate email:	

I confirm that the person detailed above:

- 1 Has been employed by \_\_\_\_\_ (company name)
- 2 At the position of \_\_\_\_\_  
  
Between the dates of \_\_\_\_\_ and \_\_\_\_\_
- 3 Totalling approximately \_\_\_\_\_ offshore days
- 4 I can confirm that the person holds a valid and authentic academic/trade qualification (where applicable) for the position at which they are employed (*please provide copies of certificates*) .
- 5 In my view the person has demonstrated the skills necessary to be deemed competent at the above grade in accordance with IMCA guidelines (if applicable) and within MTCS Competencies (listed on sheet 2). I would therefore like to recommend that they be assessed for the grade (please provide copies of recent appraisals/performance reviews).
- 6 The person has a valid offshore medical and survival suitable for the geographical area in which they work (*please provide copies of certificates*) .

Witness name:		Position:	
Witness signature:		Date:	
Witness email:		Witness contact no:	
Company name / address:			
MTCS (UK) Ltd <a href="mailto:enquiries@mtcs.info">Email: enquiries@mtcs.info</a>		Tel: +44 (0)15394 40200 <a href="http://www.mtcsuk.com">www.mtcsuk.com</a>	

### **Job Summary:**

A Workshop Manager is regarded as someone who can manage the workshop team in order to achieve outcomes as required by the organisation.

The Workshop Manager must also be proficient in most aspects of management and this is therefore assessed within this grade as an ongoing competence.

The Workshop Manager is expected to coach and assess colleagues in all aspects of operations and maintenance.

Workshop Managers may apply for formal assessment qualifications which are awarded by the awarding body EAL. They are however assessed on their assessment skills within this grade in line with IMCA requirements where applicable.

The following competences are considered to be essential within all supervisory roles. They therefore form the ongoing competences that must be repeated by personnel who wish to remain in the most senior role for workshop personnel involved in onshore operations.

### **Entry Level Specifications:**

- Achieve 180 days experience at Senior Workshop Technician Grade
- Have a minimum of 72 months in the industry
- Minimum HNC in Electrical or Mechanical Discipline

### **Competencies:**

- 1) The ability to operate the company safety management system and co-ordinate the team during emergency situations in the workplace
- 2) The ability to co-ordinate the workshop team during an emergency situation in the workplace
- 3) The ability to coach personnel, assess their skills and implement effective management techniques in the workplace
- 4) The ability to liaise with the onshore and offshore based management personnel
- 5) The ability to implement and manage company quality systems in the workplace