

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 Email: enquiries@mtcs.info		Tel: +44 (0)15394 40200 www.mtcsuk.com	

Job Summary:

A Workshop Technician is regarded as someone who can fault find on equipment but also plan and to some degree manage technical activities. In many cases the Workshop Technician will be required to assist the Senior Workshop Technician on some managerial activities.

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

In practice there is some overlap between Workshop Technician and Senior Workshop Technician grades. It is not the intention of this programme to limit the technical activities undertaken by a Workshop Technician when they are clearly capable of undertaking some of the responsibilities of the Senior Workshop Technician grade, with the consent of the Senior Workshop Technician.

Entry Level Specifications:

- Minimum HNC in Electrical or Mechanical discipline
- Have a minimum of 36 months in the industry

Competencies:

- 1) The ability to co-ordinate activities in a safe manner
- 2) The ability to co-ordinate emergency response activities in the workshop
- 3) Can demonstrate leadership skills
- 4) The ability to assist in mobilisation and de-mobilisation of equipment in a safe manner in line with company requirements
- 5) The ability to implement and manage maintenance activities
- 6) The ability to carry out umbilical/tether re-terminations
- 7) The ability to carry out and co-ordinate fault finding activities on equipment
- 8) The ability to isolate High Voltage systems prior to carrying out maintenance activities