

## Competence 4

**Demonstrate competence as the marine co-ordinator**

*This meets the requirements of IMCA M/A20/W01 to W07/05*

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)	Co-ordinates vessels and crews in accordance with company project management procedures	
b)	Conducts internal audits of vessel management systems and procedures	
c)	Contributes to audits, such as CMID/OVID/other project-specific audits, as required	
d)	Operates necessary client-based tracking systems	
e)	Monitors onsite weather and the interpretation of weather forecasts	
f)	Inducts those newly registered to the project	
g)	Disseminates build status for all aspects of a marine project	
h)	Operate and interpret AIS (automated identification system), SSA (ship security alert), electronic chart systems, databases and appropriate management tools	
i)	Keeps stakeholders informed of build and/or vessel movements within construction phases	
j)	Co-ordinate tracking and registration of personnel on turbines and/or structures	
k)	Monitors logistics for both above and below water work requirements throughout the site	
l)	Understands vessel's operational capabilities and limitations	
m)	Understands applicable legislation, regulations, guidelines and codes of practice	
n)	Understands the roles and responsibilities of all involved with the workscope of the vessel	
o)	Understands the company HR policies and procedures relevant to the management of the crew and vessel	
p)	Assessor - I have discussed the above performance criteria with the candidate and confirm that they have the underpinning knowledge to support their performance in these criteria	
q)	Candidate - write a short report (250 words max) on how you achieved these criteria over the three assessed work activities	

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