

Competence 6

Co-ordinate operations during at least one of the following operations: personnel transfer or fuel transfer

This meets the requirements of IMCA M/A20/W01 & W02/02 & 03

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 the transfer of personnel between vessel and WTG (Wind Turbine), vessel and dock or pontoon, or vessel and another vessel	
b)	Co-ordinate the correct stowage and carriage of passenger bags and equipment, including dangerous / hazardous goods	
c)	Oversees the tracking and recording of transported personnel in accordance with site-specific procedures	
d)	Co-ordinates the stowage and transfer of fuel or lube oils	
e)	Identify appropriate transfer systems and pumping arrangements on differing classes of vessel within projects	
f)	Can recognise and ensure compliance with procedures for the stowage of dangerous / hazardous cargoes	
g)	MANDATORY - Understands and ensures compliance with company procedures / codes of safe working practice applicable to the specific operations / stability booklet / international regulations for the prevention of collisions	
h)	MANDATORY - Understands and ensures compliance with company emergency / contingency procedures applicable to the specific operations	
i)	MANDATORY - Can interpret weather and operational limitations at specific project sites	
j)	MANDATORY - 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	
k)	MANDATORY - 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:	