

## Competence 1

**The ability to operate the company safety management system and co-ordinate vessels and operations**

*This meets the requirements of IMCA M/A20/W01 to W07/01*

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 all documentation relating to safety management systems and identify sections that relate to specific circumstances	
b)	Monitors and ensures compliance with the company safety management system/relevant codes of practice/legislation	
c)	Can lead safety briefings to client, vessel crew and others	
d)	Carries out risk assessment/job safety analysis and develops control measures suitable for the work being carried out	
e)	Ensures project personnel are inducted and familiarised with site safety rules	
f)	Manages the safety aspects of work and adheres to safe working practices	
g)	Complies with company safety reporting, including accident reporting procedures	
h)	Maintains sensitive personnel information within a secure system	
i)	Understands all legislation applicable to offshore operations that is referred to in the company documentation	
j)	Ensures Permit to Work systems are fully complied with as required	
k)	Understands the Master's responsibilities under ISM code clause 5	
l)	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	
m)	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:	