

Competence 13

The ability to undertake routine administrative tasks and keep online logs

This meets the requirements of IMCA S/S22/000//10/10.1 & 10.2, S/S31/000//07/7.3.1 & 08/8.2.2

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)	Demonstrates the ability to prepare comprehensive handover notes to ensure continuity between crew changes	
b)	Demonstrates the ability to prepare detailed end-of-trip reports	
c)	Demonstrates the ability to complete fault reports and other company documentation	
d)	Demonstrates a basic understanding of the calibration requirements for the system	
e)	Demonstrates the ability to maintain online survey log and associated records in a legible and logical manner	

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