

## Client Representative (Diving)

Verification of competence, education and training

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) C/C04/000/01-05 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 <a href="mailto:enquiries@mtcs.info">Email: enquiries@mtcs.info</a>		Tel: +44 (0)15394 40200 <a href="http://www.mtcsuk.com">www.mtcsuk.com</a>	

# Client Representative (Diving)

C/C04/000/01-05



## Job Summary:

The Client Representative acts as the client's eyes and ears during the offshore phase of a project. They are the prime method for monitoring what is going on at the site from both safety and efficiency points of view. They will be responsible for ensuring that the contractor executes the approved scope of work within the approved procedures.

Junior Client Representative (diving) - entry level criteria and is working towards competence.

Client Representative (diving) - completed Client Representative competences 1 to 7.

Senior Representative (diving) - completed Senior Representative competences 1 to 3.

## Entry Level Specifications:

- Current valid medical certificate the geographical area of work
- Current valid survival training certificate the geographical area of work
- Has held a senior offshore position or above for at least 2 years, including 100 days offshore i.e.
  - Diving Supervisor
  - Diving Superintendent
- Has appropriate qualifications and a certificate of competence in a senior offshore discipline
  - Diving Supervisor
  - Diving Superintendent
- Introductory Dynamic Positioning training certificate
- Has attended formal Risk Assessment training

## Competencies:

- 1) The ability to oversee project administration and health, safety, environment and quality arrangements
- 2) The ability to interpret and oversee emergency response procedures
- 3) The ability to implement effective personnel management skills
- 4) The ability to use project management systems and software
- 5) The ability to assess and interpret the effect of a changing marine environment on the project
- 6) The ability to oversee the efficient use of systems
- 7) The ability to oversee and administer the offshore project