

Witness Statement

Inspection Coordinator

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) 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 Email: enquiries@mtcs.info		Tel: +44 (0)15394 40200 www.mtcsuk.com	

Job Summary:

The Inspection Coordinator should have a broad range and knowledge and experience of subsea inspection activities including (but not limited to):

- Inspection equipment whether with dive control/inspection shack or ROV station
- The ability to prepare/operate/test and calibrate all inspection equipment
- Preparation of datasheets/work packs and pre-dive plans
- Regular liaison with company Project Managers/Party Chiefs/client's and ROV or Dive Supervisors
- Deliver of pre dive briefings
- Monitoring of the inspection work to ensure that task plans and worksopes do not deviate from client procedures
- Providing running commentary required within the client's work scope
- Ensuring all data is achieved and recorded as required by the quality procedures
- Any post inspection reports/wash-up meeting and demobilisation activities are completed

Entry Level Specifications:

- Valid and current offshore medical certificate that is acceptable in the region of the world in which they are employed
- Valid and current offshore survival certificate that is acceptable in the region of the world in which they are employed
- EITHER
 - Satisfactory completion of the competence criteria for Inspection Engineer Grade I and competence criteria for Senior Inspection Engineer grade
 - AND
 - Nominally 24 months' experience, including 200 operational days offshore as an Inspection Engineer Grade I
- OR
 - Long service experience
- Essential: must hold an in date 3.4u certificate
- Desirable to hold industry related certification associated with NDT techniques and Inspection suites e.g. ACFM, Integrity Elements, Nexus, etc.

Competencies:

- 1) The ability to operate the company safety management system in the workplace
- 2) The ability to participate in emergency procedures as required on the vessel or installation where operations take place
- 3) The ability to supervise a team during all operational activities in a safe and reliable manner
- 4) The ability to implement effective management techniques in the workplace
- 5) The ability to liaise with both site and shore based client and company personnel (as appropriate)
- 6) The ability to manage administrative requirements in the workplace
- 7) The ability to understand and implement company management systems in the workplace
- 8) The ability to ensure effective Inspection techniques during Operations