

Client Representative

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/C02/000/01-09 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 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.

Entry Level Specifications:

- Excellent leadership and people management skills
- Must be fully conversant with:
 - the task that is to be undertaken
 - the methodology to be used
 - the relevant rules, regulations and industry best practice
- Understanding of the operational interfaces required for the project

Competencies:

- 1) The ability to oversee the efficient use of systems
- 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 and administer the offshore project