

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) S/S34/000/06-09 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 <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>	

## Grade II Data Processor

S/S34/000/06-09



### Job Summary:

A Grade II Data Processor is regarded as someone who works within the Survey Team during marine survey operations.

They can successfully participate under supervision, in the Survey Project Team during operations and will report directly to the Senior Data Processor.

The Grade II Data Processor is expected to participate in the Competence Management Programme.

### Entry Level Specifications:

- Qualification in an appropriate engineering or IT related subject. Minimum level HNC/HND or appropriate technical/military experience and qualifications
- Good standard of IT literacy/Team player/Good communication skills
- 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
- If currently working as a Grade II Data Processor, and wishing to certify at this grade, then satisfactory completion of competence criteria for the grade is required

### Competencies:

- 1) The ability to use and interpret data acquisition equipment
- 2) The ability to process, interpret, and monitor survey data within a supervised project environment
- 3) The ability to use basic CAD skills for charting
- 4) The ability to present and report survey data
- 5) The ability to manage data in a supervised project environment