

Competence 6

The ability to manage administrative requirements in the workplace

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)	Ensures all technical, operational and safety documentation required by company procedures and/or legislative requirements is kept up to date	
b)	Where appropriate, allocates responsibility for maintaining documentation to other members of the offshore team	
c)	Demonstrates the ability to interpret and document the requirements for operational issues including industry terms like 'downtime', 'waiting on weather', 'poor performance' and maintenance requirements	
d)	Demonstrates the ability to interpret and document the requirements for inspection, maintenance and calibration of equipment requirements	
e)	Correctly interprets company requirements for the documentation of project deliverables and completes work scope and end of trip reporting requirements (project close-out reporting)	
f)	Ensures all reports are completed in a timely manner in accordance with company and client requirements	
g)	Data is recorded in the correct formats and in compliance with project procedure	
h)	Demonstrates the control of data from offshore to onshore	

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