

## ASSESSMENT CHECKLIST

Unit: CAP 1.4 **MANAGE RESOURCES**

Element: CAP 1.4.4 **Apply IT To Control And Improve Work Results**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
a	Existing Information Technology systems are used to record data and plan future work.	Examine evidence (e.g. e-mails, planning worksheet, etc) to confirm frequent usage. Check understanding of information system - BHP survey programming,, etc.	✓				C	
b	Personal computer and network system are used for reporting and communication purposes.	Confirm through examination of evidence (e.g. e-mails, work reports, etc). Check understanding of package available in Company PC, word processing, spread sheet, presentation package, database etc.	✓				C	
c	Computer software is utilised for data acquisition and preliminary evaluation of downhole surveys results.	Examine records on job done using the Quartz gauge. Programming of gauges, data extraction and input of comments through field observation or copy of report. Check via questioning and assignment that the candidate understands the program and gauge operation.	✓				C	

**Legend:**

Source of Evidence: 

O/I
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 Observation / Interview

SD
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 Supporting Document

Q / A
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 Written Questions & Answers

Competence 

C
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 Competent

NYC
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 Not Yet Competent

# DIMENSION BID

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
		10	9	8	7	6	5	4	3

<b>Assessed by:</b>  <b>ALLEYSON AKIN</b> DIMENSION BID (M) SDN BHD East Malaysia Operation	<b>Agreed by:</b> (TSO)  Amm/ptl. A	<b>Verified by:</b> (HOD)  Afiq Ammar
(Name)	(Name)	(Name)
Signature	Signature	Signature
Date	Date	Date

(Handwritten signatures and dates are present in the form fields.)

## QUESTIONS TO ASSESS UNDERPINNING KNOWLEDGE (Written/Oral Answers Required)

Unit: CAP 1.4 MANAGE RESOURCES

Element: CAP 1.4.4 Apply IT To Control And Improve Work Results

No.	Question	Relevant PC
1	What is the electronic mailing system currently use in DB? Describe how to create a word document for attachment in the Open mail?	a, b
2	What software is available for the programming of BHPT survey equipment?	d
3	Describe the steps for programming the electronic quartz gauge?	a, b
4	What is the standard software used for preparing the daily wireline operation report?	a
5	Give 2 commonly used application software's in DB?	a
6	What is the operating system generally used within DB?	a
7	What is the name of the software used for programming the electronic gauge?	d
8	Describe how you download data after completion of the survey, prepare and send the report to base.	d