

ASSESSMENT CHECKLIST

Unit: CAP 1.4 MANAGE RESOURCES

Element: CAP 1.4.3 Maintain effective utilisation of equipment, tools and materials

PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
a	Optimum quantities of equipment, tools, materials and spares are kept and maintained for anticipated operational requirements.	Examine evidence (e.g. tools / equipment & materials inventory list, materials requisition communiqué), to confirm alignment with responsibility and accountability. Check via questioning that the candidate recognises the economics of optimisation.	✓				C	
b	Equipment, tools, materials and spares are kept and maintained in a serviceable condition.	Examine evidence (e.g. tools / equipment servicing and maintenance logs/records, spares requisition communiqué), to confirm : - that tools / equipment servicing and maintenance are done on a regular basis to ensure their functional integrity. Check via questioning that the candidate understands the importance of regular or periodic servicing and maintenance and site inspection to confirm compliance.	✓				C	
c	Equipment, tools, materials and spares deemed not applicable to location are removed and dispatched appropriately.	Examine evidence (e.g. updated tools / equipment inventory list, relevant consignment of goods), to confirm compliance to operational requirements: Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance.	✓				C	

DIMENSION BID

Dimension Bid Competency Assurance Program

Element: CAP 1.4.3 Maintain effective utilisation of equipment, tools and materials

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
d	Equipment, tools, materials and spares deemed not repairable at location are returned to the workshop for follow-up actions.	Examine evidence, (e.g. tools / equipment servicing and maintenance logs/records, consignment of goods), to confirm compliance to operational requirements. Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance.	✓			C	
e	Inventory lists are regularly updated.	Examine evidence, (e.g. updated tools / equipment inventory lists), to confirm compliance to operational requirements.	✓			C	
f	Good house keeping is observed.	Work site inspection. Check via questioning that the candidate understands the importance of good house keeping.	✓			C	

Legend:

Source of Evidence:

O/I

Observation / Interview

SD

Supporting Document

Q / A

Written Questions & Answers

Competence

C

Competent

NYC

Not Yet Competent

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

DIMENSION BID

Dimension Bid Competency Assurance Program

Assessed by:	Agreed by:	Verified by:
(Name)	(TSO)	(HOD)
		
(Name)	(Name)	(Name)
GAZALI MERRY Operation Manager Dimension Bid (M) Sdn Bhd Labuan Warehouse Slipkline Services		
Signature	Signature	Signature
Date	Date	Date
6/3/25		20/3/25

