

ASSESSMENT CHECKLIST

Unit: CAP 1.4 **MANAGE RESOURCES**

Element: CAP 1.4.1 **Establish And Maintain Effective Working Relation With Colleagues**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
a	Colleagues are treated in a manner which promotes and maintains goodwill.	Check candidate's under-pinning knowledge on teamwork, leadership, team roles and effective communication via questioning (oral/written). Check feedback from third parties (peers, OIM) on respect and support given to colleagues.	/				C	
b	Reasonable requests from colleagues are met promptly and willingly.	Check candidate's contributions to team efforts, Customer Focus. Check third party (peers, OIM) feedback. E.g. put well on test, bean change or operate the crane to off-load equipment in remote jackets where no process personnel is around with the Well Services crew.	/				C	
c	Essential information relating to daily working schedules is provided clearly, accurately and promptly.	Examine evidence on daily operation report, plan of activities, hand-over notes, crew-change roster, leave schedule. Check candidate's under-pinning knowledge via questioning (oral/written) as well as direct natural observations on administrative & filing system at work site, hand-over requirement, the importance of sharing information.	/				C	
d	Where colleagues appear to be in work related difficulties, appropriate support is offered or sought.	Check third party feedback, and direct observations.	/				C	

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e	Where a breakdown in working relationship cannot be resolved, prompt reporting action is taken with appropriate authority.	Check via questioning (oral/written), candidate's understanding on organisational reporting procedures. Check feedback from OIM and immediate supervisor.	✓				C	
f	Differences of opinion are dealt with in ways which try to avoid offence, and conflicts are resolved in ways that maintain respect.	Check via questioning (oral/written), candidate's understanding on leadership, 'Win-Win' situations, clarifying team roles and to ensure everybody understand their part to contribute. Check feedback from OIM and immediate supervisor.	✓				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

Assessed by: (Operator)	Agreed by: (TSO)	Verified by: (FSM)
Roy Jackson	Joe shamantha John	
(Name)	(Name)	(Name)
Signature	Signature	Signature
Date 20/11/2023	Date 20/11/2023	Date

SITE OBSERVATION CHECKLISTUnit: CAP 1.4 **MANAGE RESOURCES**Element: CAP 1.4.1 **Establish And Maintain Effective Working Relation With Colleagues**

PC	Description	Yes	No
a, b	'Cross discipline' support on the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a, b, d, f	Team spirit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a, c	Each worker understands his role on the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b, d	Experienced workers coach less experienced colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c	Conduct pre-job briefing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e	A copy of the current 'Collective Agreement' available for the workers to refer as and when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>