

DIMENSION BID

Dimension Bid Competency Assurance Program

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	

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			O/I	SD / Q/A		
					C / NYC	

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
			8						

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Assessed by:	Agreed by: (TSO)	Verified by: (HOD)
<i>GAZALI MATHY</i>	LEONARD JANGGU NAK BRIAN	<i>AFILIA AMARU</i>
(Name)	(Name)	(Name)
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Signature	Signature	Signature
<i>14/02/25</i>	20/03/2025	25/2/25
Date	Date	Date