

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.	/				- rps
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.	/				- if laptop broken, raise MR and communicate with FSM

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		

c	Computer software is utilized 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.	✓				- VPS 28
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Legend:

Source of Evidence: O/I Observation / Interview
 C Competent

SD Supporting Document
 NYC Not Yet Competent

Q/A Written Questions & Answers

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

Assessed by: (Operator)	Agreed by: (TSO)	Verified by: (FSM)
James Brady	m-yani	AFIQ AIMAN BIN HASSAN Field Service Manager DIMENSION BID (M) SDN BHD
(Name)	(Name)	(Name)
		
Signature	Signature	Signature
08/07/2024	08/07/2024	8/7/24
Date	Date	Date

SITE OBSERVATION CHECKLIST

Unit: CAP 1.4 MANAGE RESOURCES

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PC	Description	Yes	No
a	Software used for report writing?	/	
b	Application of email for communication between the office and site?	/	
d	Hooking up of electronic gauges	/	
d	Programming of gauge	/	
d	Dumping of gauge data and preparation of report	/	