

## ASSESSMENT CHECKLIST

Unit: CAP 1.1 HSE AUDIT AND CONTROL CRITICAL SITUATIONS

Element: CAP 1.1.1 Perform Unsafe Act Audits

PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
							C / NYC	
a	Regular audits are performed at the wellhead and works sites in accordance with Company audits guidelines.	Examination of Unsafe Act Audits. Check candidate's written and oral answers against model answers.	✓		✓		C	
b	Working conditions and the uses of resources are according to Company procedure and agreed codes of practice.	Examination of Wellhead and site safety equipment and correct segregation of corrosive toxic, flammable, explosive and radioactive materials. Audit Checklists. Check candidate's written and oral answers against model answers.			✓		C	
c	Potential problems and /or actual breaches of requirements are identified and reported to relevant authorised personnel.	Examination of unsafe conditions at wellhead and site: - loose or missing guard, leaking glands and valves. - oily surface. Examination of workforce whether appropriate PPE are worn: - eye, ear protection Gloves, footwear, hard head, apron for chemical handling. - respirators. - toxic gas monitor. Check candidate's written and oral answers against model answers.			✓		C	

# DIMENSION BID

Element: CAP 1.1.1 Perform Unsafe Act Audits

PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
d	Recommendations for improving conditions are passed on to relevant authorised personnel with minimum delay.	Examination of Unsafe Act Audits. Feedback from Third Party (OIM, WS, SA).			✓		C	
e	Audit checklist is maintained to current Company standards and all personnel are instructed accordingly.	Examination of latest checklist and records at site.			✓		C	
f	Audit action items are followed through with appropriate personnel.	Examination of the Unsafe Act Audits.			✓		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

<b>Assessed by:</b> <b>ALLEYSON AKIN</b> DIMENSION BID (M) SDN BHD East Malaysia Operation	<b>Agreed by:</b> (TSO) Amm/fol.1	<b>Verified by:</b> (HOD) Afiq Ammar
(Name)	(Name)	(Name)
Signature Alleyson	Signature d.	Signature Afiq
20.9.24	20.9.24	10th Oct 2024
Date	Date	Date

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

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No.	Question	Relevant PC
1	What is purpose of Unsafe Act Auditing?	a, c
2	Name four principles of Unsafe Act Auditing?	a, c
3	What is the purpose of hazardous area classifications?	b, e
4	Name four necessary checks required on a Wireline Unit that qualify it for Zone 2?	b, e
5	Outline the key processes involved in completing Unsafe Act Auditing.	a, c, f
6	Why do we need PTW system to manage work activities?	b, d
7	What are the necessary preparations undertaken before conducting an unsafe act audit?	e
8	When you observed an unsafe act by an operator how do you approach him to ensure that you have his commitment?	c, f
9	What would your follow-up actions be?	d, f