

# DIMENSION BID

## 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		
					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

# DIMENSION BID

<b>Assessed by:</b>  (Name)	<b>Agreed by:</b> (TSO)  (Name)	<b>Verified by:</b> (HOD)  Atun Khamrath (Name)
<b>Signature</b> GAZALI M. MARIY Operation Manager Dimension Bid (M) Sdn Bhd Labuan Warehouse Shipkline Services	<b>Signature</b>	<b>Signature</b>
<b>Date</b> 6/3/25	<b>Date</b>	<b>Date</b> 20/3/25

