

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	UNDEVELOPED WAS 70 DO
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	OK
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	OK

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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	DN.
e	Inventory lists are regularly updated.	Examine evidence, (e.g. updated tools / equipment inventory lists), to confirm compliance to operational requirements.	/			C	UPDATE INVENTORY ON SHORCE & OFFSHORE
f	Good house keeping is observed.	Work site inspection. Check via questioning that the candidate understands the importance of good house keeping.	/			C	UNDERSTANDS HOUSE KEEPING IS IMPORTANT

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						

Assessed by: (Operator) James Brophy	Agreed by: (TSO) M. Yamani	Verified by: (FSM) AFIQ AIMAN BIN HASSAN Field Service Manager DIMENSION BID (M) SDN BHD
(Name) [Signature]	(Name) [Signature]	(Name) [Signature]
Signature 08/7/24.	Signature 08/07/24	Signature 08/07/24
Date 08/7/24.	Date 08/07/24	Date 08/07/24

SITE OBSERVATION CHECKLIST

Unit: CAP 1.4 EXECUTE THE WELL SERVICES OPERATIONS

Element: CAP 1.4.3 Maintain effective utilisation of equipment, tools and materials

PC	Description	Yes	No
a, b, c, d, e, f	Tools/equipment & materials inventory list are in order and updated	/	
	Materials requisition communiqué are in order	/	
	Tools/equipment servicing and maintenance logs/records are kept up to date	/	
	Spares requisition communiqué are in order	/	
	Tools/equipment and materials in location storehouse are in good and operational conditions	/	
	Relevant spares are available	/	
	Consignment of goods records are in order	/	
	Tools/equipment and materials are handled, used and serviced correctly	/	
	Tools/equipment and materials for return to shore are properly consigned with proper supporting documents	/	
	Tools/equipment to be returned to the workshop for follow-up action are properly consigned, with proper supporting documents and note highlighting action needed	/	
	Good house keeping is observed at all times	/	