

**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



<b>Assessed by:</b>	<b>Agreed by:</b>	<b>Verified by:</b>
(Operator)	(TSO)	(FSM)
MORNO JAIKUDI STATA	Leonard Janggi	Alleyson Akin
(Name)	(Name)	(Name)
- W -	[Signature]	Alleyson
Signature	Signature	Signature
14/08/2024	14/08/2024	21.8.24
Date	Date	Date

**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	✓	