
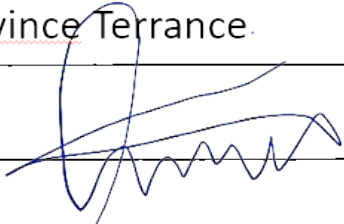



ASSESSMENT CHECKLIST

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			
							C / NYC	
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.	✓				C	
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.	✓				C	

Assessed by:	Agreed by:	Verified by:
(Operator)	(TSO)	(FSM)
LARRY ANAK PULUH	Arvince Terrance	ALLEYSON AKIN DIMENSION BID (M) SDN BHD East Malaysia Operation
(Name)	(Name)	(Name)
		
Signature	Signature	Signature
25/08/2024	17/4/2024	17/4/24
Date	Date	Date

SITE OBSERVATION CHECKLIST

Unit: CAP 1.4 **MANAGE RESOURCES**

Element: CAP 1.4.4 **Apply IT To Control And Improve Work Results**

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	✓	