

**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.<br>Check via questioning that the candidate recognises the economics of optimisation.                                                                                                                                                               | /                  |    |     | C          | UNDEVELOPED<br>WAS 70 D8 |
| 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 :<br>- that tools / equipment servicing and maintenance are done on a regular basis to ensure their functional integrity.<br>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:<br>Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance.                                                                                                                                          | /                  |    |     | C          | OK                       |

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 |            |         |

|   |                                                                                                                              |                                                                                                                                                                                                                                                                                         |   |  |  |   |                                         |
|---|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|---|-----------------------------------------|
| 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.<br>Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance. | ✓ |  |  | C | OK.                                     |
| e | Inventory lists are regularly updated.                                                                                       | Examine evidence, (e.g. updated tools / equipment inventory lists), to confirm compliance to operational requirements.                                                                                                                                                                  | ✓ |  |  | C | UPDATE INVENTORY<br>ON SHORE & OFFSHORE |
| f | Good house keeping is observed.                                                                                              | Work site inspection.<br>Check via questioning that the candidate understands the importance of good house keeping.                                                                                                                                                                     | ✓ |  |  | C | UNDERSTANDS<br>KEEPING IS IMPORTANT     |

**Legend:**

**Source of Evidence:**

O/I

Observation / Interview

C

Competent

SD

Supporting Document

NYC

Not Yet Competent

Q / A

Written Questions & Answers

| OVERALL SCORE | STRONG |   |   | ADEQUATE |   |   | IMPROVEMENT NEEDED |   |   |
|---------------|--------|---|---|----------|---|---|--------------------|---|---|
|               | 10     | 9 | 8 | 7        | 6 | 5 | 4                  | 3 | 2 |

|                                                                                                   |                                                                                                   |                                                                                                                 |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Assessed by:</b><br>(Operator)<br><br>James Brady                                              | <b>Agreed by:</b><br>(TSO)<br><br>M. Yau                                                          | <b>Verified by:</b><br>(FSM)<br><br>AFIQ AIMAN BIN HASSAN<br>Field Service Manager<br>DIMENSION EID (M) SDN BHD |
| (Name)<br><br> | (Name)<br><br> | (Name)<br><br>                 |
| Signature<br><br>08/7/24.                                                                         | Signature<br><br>08/07/24                                                                         | Signature<br><br>08/07/24                                                                                       |
| Date<br><br>08/7/24.                                                                              | Date<br><br>08/07/24                                                                              | Date<br><br>08/07/24                                                                                            |

# SITE OBSERVATION CHECKLIST

## EXECUTE THE WELL SERVICES OPERATIONS

Unit: CAP 1.4 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                                                                                                                      | /   |    |