

**ASSESSMENT CHECKLIST**

Unit: CAP 1.4 MANAGE RESOURCES

Element: CAP 1.4.1 Establish And Maintain Effective Working Relation With Colleagues

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Colleagues are treated in a manner which promotes and maintains goodwill.	<p>Check candidate's under-pinning knowledge on teamwork, leadership, team roles and effective communication via questioning (oral/written).</p> <p>Check feedback from third parties (peers, OIM) on respect and support given to colleagues.</p>	/			C	Ok
b	Reasonable requests from colleagues are met promptly and willingly.	<p>Check candidate's contributions to team efforts, Customer Focus. Check third party (peers, OIM) feedback. E.g. put well on test, bean change or operate the crane to off-load equipment in remote jackets where no process personnel is around with the Well Services crew.</p>	/			C	Ok
c	Essential information relating to daily working schedules is provided clearly, accurately and promptly.	<p>Examine evidence on daily operation report, plan of activities, hand-over notes, crew-change roster, leave schedule.</p> <p>Check candidate's under-pinning knowledge via questioning (oral/written) as well as direct natural observations on administrative &amp; filing system at work site, hand-over requirement, the importance of sharing information.</p>	/			C	Ok
d	Where colleagues appear to be in work related difficulties, appropriate support is offered or sought.	<p>Check third party feedback, and direct observations.</p>	/			C	Ok

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			O/I	SD	Q/A		
e	Where a breakdown in working relationship cannot be resolved, prompt reporting action is taken with appropriate authority.	Check via questioning (oral/written), candidate's understanding on organisational reporting procedures. Check feedback from OIM and immediate supervisor.	/			C	ok
f	Differences of opinion are dealt with in ways which try to avoid offence, and conflicts are resolved in ways that maintain respect.	Check via questioning (oral/written), candidate's understanding on leadership, 'Win-Win' situations, clarifying team roles and to ensure everybody understand their part to contribute. Check feedback from OIM and immediate supervisor.	/			C	ok

**Legend:**

Source of Evidence:

O/I	Observation / Interview
C	Competent




SD Supporting Document

SD	Supporting Document
NYC	Not Yet Competent

Q / A Written Questions & Answers

Q / A	Written Questions & Answers
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OVERALL SCORE	STRONG		ADEQUATE			IMPROVEMENT NEEDED			
	10	9	8	7	6	5	4	3	2
			8						

<b>Assessed by:</b> (Operator)	<b>Agreed by:</b> (TSO)	<b>Verified by:</b> (FSM)
James Beony	m-yani	AFIQAIMAN BIN HASSAN Field Service Manager DIMENSION BID (M) SDN BHD
(Name)	(Name)	(Name)
		
Signature	Signature	Signature
08/7/24	08/07/2024	08/07/24
Date	Date	Date

**SITE OBSERVATION CHECKLIST**Unit: CAP 1.4 **MANAGE RESOURCES**Element: CAP 1.4.1 **Establish And Maintain Effective Working Relation With Colleagues**

PC	Description	Yes	No
a, b	'Cross discipline' support on the job	✓	
a, b, d, f	Team spirit	✓	
a, c	Each worker understands his role on the job	✓	
b, d	Experienced workers coach less experienced colleagues	✓	
c	Conduct pre-job briefing	✓	
e	A copy of the current 'Collective Agreement' available for the workers to refer as and when required	✓	