

# DIMENSION BID

Dimension Bid Competency

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Dimension Bid Competency Assurance Program

## ASSESSMENT CHECKLIST

Unit: CAP 1.4 MANAGE RESOURCES

Element: CAP 1.4.2 Lead and maintain a motivated and productive site team

| PC | Description of Performance Criteria   | Description of Evidence  | Source of evidence |    |     | Competence |
|----|---|--|--------------------|----|-----|------------|
|    |   |  | O/I                | SD | Q/A |            |
| a  | The strengths and weaknesses of the team are identified against current and anticipated requirement.  | Examine evidence (e.g. team quality meeting/evaluation reports). to confirm that the various needs of the team are identified and team dynamics is made apparent.<br>Check via questioning that the candidate understands the importance of this requirement.  | ✓                  |    |     | C          |
| b  | All individuals within the team are encouraged and assisted to evaluate the team's overall development needs and to contribute to the discussion and planning of how these will be met. | Examine evidence (e.g. minutes of meeting/team discussion, development template) to confirm :<br>- That team members have been ardently involved in the process and any development needs for the team are collectively pursued.<br>- That team dynamics is transparent.<br>Check via questioning/assignment that the candidate understands the appropriate process and his role in the whole process. | ✓                  |    |     | C          |
| c  | Any unproductive friction between team members is minimised.  | Examine evidence (e.g. records of work planning meetings or pre-job briefing, safety meeting) to confirm :<br>- That delineation of responsibilities are clearly spelt out so as to avoid dispute.<br>- That any disagreement arising are being discussed and resolved amicably.<br>Check via questioning that the candidate understands the appropriate principles in dealing with the situation.     | ✓                  |    |     | C          |

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After rigging up and prior to running in hole, to what pressure should the lubricator/BOP assembly be tested to and for what duration?

a

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|----|--|---|--------------------|----|-----|------------|---------|
|    |  |   | O/I                | SD | Q/A |            |         |
| d  | <p>Deadlines set are realistic to avoid putting unnecessary stress on the team members.</p>  | <p>Examine evidence (e.g. records of work planning meetings or pre-job briefing, discussion/correspondence with base supervisor) to confirm :</p> <ul style="list-style-type: none"> <li>- That timing and duration allocated for the job is reasonable and appropriate.</li> <li>- That work allocations are equally and appropriately distributed to the team members based on their strength and weaknesses.</li> <li>- That any disagreement arising are being discussed and resolved amicably.</li> </ul> <p>Check via questioning that the candidate understands the appropriate process.</p> | ✓                  |    |     | C          |         |
| e  | <p>Work plans containing clear, relevant and realistic objective for the team as a whole are reviewed, updated and improved at regular intervals after discussion and agreement with the appropriate people.</p> | <p>Examine evidence (e.g. records of work planning meetings or pre-job briefing, discussion with base supervisor and OIM) to confirm :</p> <ul style="list-style-type: none"> <li>- That work plans are reviewed, updated and improved as required on an agreed interval.</li> <li>- That pro-active discussions are initiated to help improve team's performance.</li> <li>- That any disagreement arising are being discussed and resolved amicably.</li> </ul> <p>Check via questioning that the candidate understands the appropriate process and underlying reasons.</p>                       | ✓                  |    |     | C          |         |

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|----|--|---|--------------------|----------|------------|---------|
|    |  |   | O/I                | SD / Q/A |            |         |
| f  | Current operational status is relayed accurately and completely to next shift personnel. | Examine evidence (e.g. hand-over note, current work plans/program) to confirm :<br>- That the contents of the hand-over note is comprehensive and appropriately presented to cover relevant and pertinent details and aspects of the current job.<br>Check via questioning to ascertain candidate's understanding on the importance of a proper hand-over.  | ✓                  |          | C          |         |
| 9  | Operating instructions are relayed accurately and completely to next shift personnel.    | Examine evidence (e.g. hand-over note, current work plans/program) to confirm :<br>- That the contents of the hand-over note is comprehensive and appropriately presented to cover relevant and pertinent details and aspects of the current job.<br>- That any operational or special instructions are clearly and accurately conveyed to avoid misunderstanding.<br>Check via questioning to ascertain candidate's understanding on the importance of a proper hand-over. | ✓                  |          | C          |         |

**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 |
|               |        | 9 |   |          |   |   |                    |   |

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|  |                            |                              |
|--|----------------------------|------------------------------|
| <b>Assessed by:</b><br> | <b>Agreed by:</b><br>(TSO) | <b>Verified by:</b><br>(HOD) |
| (Name)   | (Name)                     | AFIU AMMARR                  |
| Signature  | Signature                  | Signature                    |
| Date   | Date                       | Date                         |
|                         |                            | 2013/25                      |
|  |                            |                              |
|  |                            |                              |

