

ASSESSMENT CHECKLISTUnit: 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.	X					
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.	X					Always ensure his equipment and tools are in good condition.
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.	X					Always ensure all his equipment safe to use and certified

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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. Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance.	X					If the equipment unable to repair at work site, he immediately prepare proplem report and send it to base for replacement.
e	Inventory lists are regularly updated.	Examine evidence, (e.g. updated tools / equipment inventory lists), to confirm compliance to operational requirements.	X					
f	Good house keeping is observed.	Work site inspection. Check via questioning that the candidate understands the importance of good house keeping.	X					Always maintain house keeping at work site during of after work.

Legend:Source of Evidence:

O/I

 Observation / Interview

SD

 Supporting Document

Q / A

 Written Questions & AnswersCompetence




C

 Competent

NYC

 Not Yet Competent

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

Assessed by: (Operator)	Agreed by: (TSO)	Verified by: (FSM)
Mohd Sharfizie Bin Mohd Azman	Eldrian Bin Juil	ALLEYSON AKIN
(Name)	(Name)	(Name)
		
Signature	Signature	Signature
29.07.2024	29 th July 2024	31/7/24
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	X	
	Materials requisition communiqué are in order	X	
	Tools/equipment servicing and maintenance logs/records are kept up to date	X	
	Spares requisition communiqué are in order	X	
	Tools/equipment and materials in location storehouse are in good and operational conditions	X	
	Relevant spares are available	X	
	Consignment of goods records are in order	X	
	Tools/equipment and materials are handled, used and serviced correctly	X	
	Tools/equipment and materials for return to shore are properly consigned with proper supporting documents	X	
	Tools/equipment to be returned to the workshop for follow-up action are properly consigned, with proper supporting documents and note highlighting action needed	X	
	Good house keeping is observed at all times	X	