

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
			ON	SD	Q/A		
a	Colleagues are treated in a manner which promotes and maintains goodwill.	Check candidate's under-pinning knowledge on teamwork, leadership, team roles and effective communication via questioning (oral/written).			✓		C
b	Reasonable requests from colleagues are met promptly and willingly.	Check feedback from third parties (peers, OIM) on respect and support given to colleagues.			✓		
c	Essential information relating to daily working schedules is provided clearly, accurately and promptly.	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.			✓		
d	Where colleagues appear to be in work related difficulties, appropriate support is offered or sought.	Check evidence on daily operation report, plan of activities, hand-over notes, crew-change roster, leave schedule.			✓		
		Check candidate's under-pinning knowledge via questioning (oral/written) as well as direct natural observations on administrative & filing system at work site, hand-over requirement, the importance of sharing information.			✓		
		Check third party feedback, and direct observations.	✓		C		

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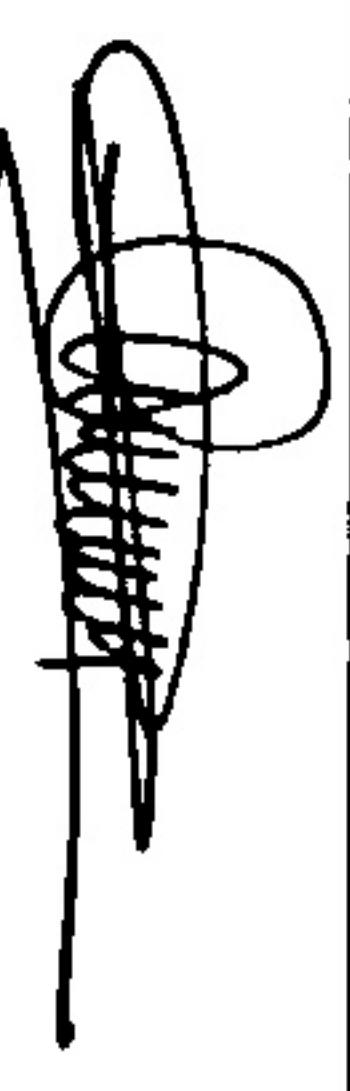
PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			On	SD	Q/A		
e	Where a breakdown in working relationship cannot be resolved, prompt reporting action is taken with appropriate authority.	Check via questioning (oral/written), candidate's understanding on organisational reporting procedures. Check feedback from OIM and immediate supervisor.	✓			C	
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	

Legend:

Source of Evidence:	<input type="checkbox"/> O/I	Observation / Interview
Competence	<input type="checkbox"/> C	Competent
	<input type="checkbox"/> SD	Supporting Document

Q / A	Written Questions & Answers
	<input type="checkbox"/> NYC

OVERALL SCORE	STRONG	ADEQUATE	IMPROVEMENT NEEDED
10	9	8	7

Assessed by: (Operator)	Agreed by: (TSO)	Verified by: (FSM)
(Name) Larry Purn	(Name) Henry Awan	(Name) AMINI FADZLAN ABU ZAMIR
Signature 	Signature 	Signature 
Date 23-11-2024	Date 23-11-2024	Date 17-DEC-24

SITE OBSERVATION CHECKLIST

Unit: CAP 1.4 MANAGE RESOURCES

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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	✓	