

**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.  Check via questioning that the candidate recognises the economics of optimisation.					C	
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.					C	
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.					C	

**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		C / NYC	
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.					C	
e	Inventory lists are regularly updated.	Examine evidence, (e.g. updated tools / equipment inventory lists), to confirm compliance to operational requirements.					C	
f	Good house keeping is observed.	Work site inspection.  Check via questioning that the candidate understands the importance of good house keeping.					C	

**Legend:**
**Source of Evidence:** O/I Observation / Interview

SD Supporting Document



Q / A Written Questions &amp; Answers

**Competence** C Competent

NYC Not Yet Competent

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



<b>Assessed by:</b> (Operator)	<b>Agreed by:</b> (TSO)	<b>Verified by:</b> (FSM)
<u>AWY LIBNAN AWY RADAN</u>	<u>JOE Shamartha John</u>	
(Name)	(Name)	(Name)
<u>Signature</u> 	<u>Signature</u> 	<u>Signature</u>
<u>Date</u> 23-07-24	<u>23/7/24.</u> Date	<u>Date</u>

**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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials requisition communiqué are in order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tools/equipment servicing and maintenance logs/records are kept up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Spares requisition communiqué are in order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tools/equipment and materials in location storehouse are in good and operational conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Relevant spares are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Consignment of goods records are in order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tools/equipment and materials are handled, used and serviced correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tools/equipment and materials for return to shore are properly consigned with proper supporting documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tools/equipment to be returned to the workshop for follow-up action are properly consigned, with proper supporting documents and note highlighting action needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Good house keeping is observed at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>