

ASSESSMENT CHECKLISTUnit: CAP 1.4 MANAGE RESOURCESElement: 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

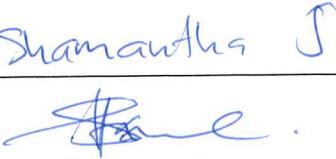
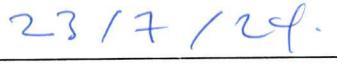
PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
d	Equipment, tools, materials and spares deemed not repairable at location are returned to the workshop for follow-up actions.	Examine evidence, (e.g. tools / equipment servicing and 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:	<input type="checkbox"/> O/I	Observation / Interview	<input type="checkbox"/> SD	Supporting Document	<input type="checkbox"/> Q / A	Written Questions & Answers
Competence	<input type="checkbox"/> C	Competent	<input type="checkbox"/> 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)
<u>Dwight HENSON</u> <u>Dwight RADIN</u> (Name)	<u>Joe Shamanski</u> <u>John</u> (Name) 	 (Name)
Signature 	Signature 	Signature
Date <u>23-07-24</u>	Date <u>23/7/24.</u>	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	✓	
	Materials requisition communiqué are in order	✓	
	Tools/equipment servicing and maintenance logs/records are kept up to date	✓	
	Spares requisition communiqué are in order	✓	
	Tools/equipment and materials in location storehouse are in good and operational conditions	✓	
	Relevant spares are available	✓	
	Consignment of goods records are in order	✓	
	Tools/equipment and materials are handled, used and serviced correctly	✓	
	Tools/equipment and materials for return to shore are properly consigned with proper supporting documents	✓	
	Tools/equipment to be returned to the workshop for follow-up action are properly consigned, with proper supporting documents and note highlighting action needed	✓	
	Good house keeping is observed at all times	✓	