

ASSESSMENT CHECKLIST

Unit: CAP 1.4 **MANAGE RESOURCES**

Element: CAP 1.4.4 **Apply IT To Control And Improve Work Results**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Existing Information Technology systems are used to record data and plan future work.	Examine evidence (e.g. e-mails, planning worksheet, etc) to confirm frequent usage. Check understanding of information system - BHP survey programming,, etc.	✓			C	
b	Personal computer and network system are used for reporting and communication purposes.	Confirm through examination of evidence (e.g. e-mails, work reports, etc). Check understanding of package available in Company PC, word processing, spread sheet, presentation package, database etc.	✓			C	
c	Computer software is utilised for data acquisition and preliminary evaluation of downhole surveys results.	Examine records on job done using the Quartz gauge. Programming of gauges, data extraction and input of comments through field observation or copy of report. Check via questioning and assignment that the candidate understands the program and gauge operation.	✓			C	

Legend:

Source of Evidence: O/I Observation / Interview

SD Supporting Document

Q / A Written Questions & Answers

Competence C Competent

NYC Not Yet Competent

DIMENSION BID

Dimension Bid Competency Assurance Program

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

Assessed by:	Agreed by:	Verified by:
Alleyson Akin (Name)	LEANARD JANGGU ANAK BRIAN (Name)	AFIA Amanar (Name)
Signature	Signature	Signature
14.0.25 Date	20/03/2025 Date	25/01/25 Date

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Source of Evidence:	<input type="checkbox"/> O/I	Observation / Interview
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Q/A Written Questions & Answers

DIMENSION BID

Dimension Bid Competency Assurance Program

OVERALL SCORE	STRONG	ADEQUATE	IMPROVEMENT NEEDED
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Assessed by:

GAZALI MELKAY

LEANARD JANGGU ANAK BRAN

AFIA AMINAH

Agreed by:
(TSO)

Signature

20/03/2025

25/2/25

Verified by:
(HOD)

Signature

Signature

Signature