

Party Chief

S01

The following should be read and used in conjunction with the information pack 'Competence Assurance & Assessment: Introduction for Experienced Freelance Personnel'.

Evidence Required

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|------------------------------|--|
| Competence appraisal: | ◆ at Party Chief level |
| Work records: | <ul style="list-style-type: none"> ◆ copy of two risk assessment forms which have been approved by the candidate ◆ copy of project report issued to client/onshore management (e.g. field report/site memo, final project report, mob/de-mob report etc. ◆ copy of toolbox talk or safety meeting minutes chaired by the candidate |
| Witness testimonies: | <ul style="list-style-type: none"> ◆ one example of the candidate assisting colleagues with the development of evidence for their competence assessment ◆ one example of the candidate coaching junior personnel in an health/safety/environment-related issue ◆ one example of the candidate of the candidate liaising with client and company management to resolve an operational issue ◆ two examples of the candidate supervising survey operations |
| Essential knowledge: | ◆ written answers to Party Chief questions |
| Curriculum Vitae | ◆ Detailing offshore trips, work scope, clients, regions etc. |

IMCA Framework Requirements

The competence assurance and assessment framework developed by IMCA (the International Marine Contractors Association) sets out a number of elements for each safety-critical position. The following table shows how competence can be demonstrated against each element.

Code	Demonstration	Covered by
S/S01/000/01 Safety	Ability to implement and administer company health, safety and environmental documentation and procedures	CA(a)
	Ability to implement and administer company quality documentation and procedures	CA(a)
	Ability to locate and identify relevant safety management documentation and emergency procedures	CA(a)
	Ability to manage safety aspects of mobilisation and demobilisation with due regard to safety and company procedures	CA(b), Q8
	Ability to supervise safety meetings following company hazard identification and risk assessment procedures	R, CA(d)
	Ability to complete hazard identification and risk assessment documentation and implement resulting control measures	R, Q3
	Ability to ensure that risk measures are enforced	CA(c)
	Ability to execute effective briefing of personnel, including clients and vessel crew, on company safety management and emergency procedures	WT, CA(d)
S/S01/000/02 Emergency Procedures	Ability to take appropriate action in the event of an emergency situation and take lead role where appropriate	CA(c), Q4
	Ensuring survey team and others understand and review their role in emergency situations	WT, CA(c), Q6
S/S01/000/03 Behavioural Factors	Ability to communicate effectively and efficiently through face-to-face, written and oral communication (VHF and telephone)	WT, CA(f)
	Ability to effectively liaise with company and client management	WT, R, Q16
	Ability to establish and maintain good relations with client and meet difficult situations with tact and diplomacy	WT
	Ability to listen to subordinates and recognise and act on useful contributions	CA(e)
	Understand requirements of professional marine personnel and implement effective communication to ensure co-operation between all disciplines.	CA(f)

Code	Demonstration	Covered by
S/S01/000/04 IT Skills	Ability to perform basic project management tasks, including scheduling and identifying critical pathways.	CA(h)
S/S01/000/05 Seamanship	Ability to assess environmental factors and their effect on operations Understand the impact of environmental conditions on personnel, workscope, equipment and deployment/recovery systems Ability to make “go/no-go” decisions based on environmental factors affecting safe operations Ability to direct vessel operations allowing for prevailing forecast weather and sea conditions as well as other hazards to safe navigation	CA(i) CA(i), Q14 CA(i), Q15 CA(i)
S/S01/000/06 Survey Systems	Ability to ensure all systems are correctly prepared, tested, functional, calibrated and in safe working order and are maintained as such. Ability to ensure personnel and systems are working in compliance with contractual requirements, project procedures and company QHSE policies/procedures to meet the scope of work effectively. Ability to verify work is meeting project specification without compromising safety, the environment and other third parties	CA(j) CA(g), (k), (o), Q18 CA(k), (l)
S/S01/000/07 Management and Administration	Ability to recognise and address common contractual issues and caveats impacting on operations Appreciate payment terms and how these might affect project operations and planning Understand impact of fixed price/fixed time contracts or contractual clauses on operations Ability to correctly interpret scope of work and specifications contained within contract documentation and translate into practical solutions Ability to implement company administration procedures as they affect offshore operations Ability to ensure risk assessment reports and other documented information are used to enhance safe and efficient work Ability to complete operational reports succinctly and in accordance with procedures Ability to maintain positive relationship with onshore management and clients during mobilisation and demobilisation activities Ability to supervise survey operations ensuring safe working practices at all times with due regard to contract requirements, scope of work, procedures and regulations Ability to arrange work permits, access permits, licenses etc. Ability to initiate and manage ad-hoc meetings with third parties.	CA(m), Q17 CA(m), Q10 CA(m) CA(m) CA(a) CA(a), (d) R CA(b), (f) WT, CA(g), (o), Q11 WT CA(e)

Q Question (written answer required) CA Competence Appraisal Form
R Record of work; document or product WT Witness Testimony

Sample Achievement Record

Candidate name:

First assessor name:

	Assessment Decision	Approval of Internal Verifier/ Competence Focal Point
Safety		
Emergency procedures		
Behavioural Factors		
IT Skills		
Seamanship		
Survey Systems		
Management and Administration		

Comments:

First assessor signature: Date:

Verifier signature: Date:

Sample Competence Appraisal

The appraiser must have observed the appraisee completing the task before completing the relevant section. Where necessary a number of different appraisers may be used to complete the form fully.

Appraisee name:

Task	Feedback to Appraisee	Appraiser <i>(Print name, sign and date)</i>
<p>a) Implement and administer company health, safety, environmental and quality documentation and procedures.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>b) Manage mobilisation and demobilisation of survey spread with due regard to safety and company procedures.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>c) Lead by example and coach other personnel in general safety awareness, ensuring risk measures are enforced</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>d) Chair safety meetings and lead risk assessment teams using correct company procedures and documentation.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>e) Maintain effective teamwork and communication (both verbal & written), including supervision of the whole team.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>f) Demonstrate the ability to effectively liaise with the client, marine crew and company management.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		

Task	Feedback to Appraisee	Appraiser <i>(Print name, sign and date)</i>
<p>g) Demonstrate effective supervision and leadership skills required for multi-disciplinary teams</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>h) Demonstrate necessary IT skills to perform basic project management tasks.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>i) Demonstrate the ability to assess the effect of environmental factors on eqpt. and vessel operations to ensure safe working practice</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>j) Ensure all survey eqpt is interfaced, calibrated and fully operational in accordance with standard procedures</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>k) Ensure survey data acquisition, processing and quality control checks are conducted in accordance with project procedures.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>l) Ensure all reporting and presentation of survey results are conducted in accordance with standard and project specific procedures</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>m) Demonstrate the ability to interpret contractual arrangements and the impact of contractual non-conformances on both operational and financial levels with regard to dayrate and lump sum contracts.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		

Task	Feedback to Appraisee	Appraiser <i>(Print name, sign and date)</i>
<p>n) Demonstrate the ability to provide on-going training and assessment for personnel.</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>o) Supervise survey operations ensuring safe working practices at all times with due regard to contractual requirements, scope of work, procedures and regulations</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>		
<p>Projects</p> <p>Indicate which Projects you have participated in during the last 12 months. Specify project work-scope</p>		
<p>Projects</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>	<p>N.B. Feedback should be based on projects detailed above</p>	
<p>Hardware/Software</p> <p>Indicate which Hardware and Software you have used during the last 12 months</p>		
<p>Software / Hardware</p> <p>Performance is exceptional <input type="checkbox"/></p> <p>Performance is competent and dependable <input type="checkbox"/></p> <p>Additional skills or experience required <input type="checkbox"/></p>	<p>N.B. Feedback should be based on software / hardware detailed above</p>	

Appraisee comments:

Appraisee signature:

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Date:

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Essential Knowledge – Sample Questionnaire

1 If a team member’s actions or performances are unacceptable what would be your first and second course of actions?

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2 What would you do if you suffered a breakdown in working relationships with a colleague and it could not be resolved between the two of you?

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3 List and describe the purpose of 3 different safety processes that you can use at you worksite, for example risk assessment

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4 If an incident resulting in personnel injury occurs during a shift that you are supervising, what information/details should you gather once the incident is under control?

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5 What are your responsibilities during an emergency at your worksite?

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6 What are the responsibilities of your team members during an emergency at your worksite?

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7 How can you best discover the limitations and abilities of a trainee on your shift?

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8 What topics should be covered in a pre – mob / de-mob safety briefing?

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9 What factors would you consider when arranging personnel into shifts?

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10 Where would you record a client request for additional equipment and work tasks which are outside of the contractual workscope?

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11 If you felt that a client was requesting you to conduct a task that could potentially result in equipment damage, how would you proceed? (assuming that the task is not critical to the imminent safety of a vessel / installation)

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12 What procedures would you follow in the case of loss of vessels DP and vehicle entanglement? How would these procedures be modified if you were operating in a hazardous (zone 2) area?

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13 What would be the preferred heading of a vessel undertaking subsea equipment launch and recovery operations, utilising an 'A' frame mid-ships on the Starboard side, in the case where seas are moderate from the North East, the wind is from the North at 20 knots and the current is towards the North West at 1.5 knots, use diagrams to explain your answer?

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14 How are decisions relating to environmental conditions and equipment limitations reported and recorded?

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15 When conducting an ROV survey in poor visibility, what factors should be considered to ensure that equipment is not put at risk of loss or damage whilst the task is still completed to client satisfaction?

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16 What is the established protocol for communicating in both verbal and written format with Client and Company Management?

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17 How can you best ensure compliance with typical contractual requirements?

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18 Outline where the performance of various survey sensors can be monitored and explain how the performance of certain sensors can be verified in the field without the requirement to undergo a full calibration routine.

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