Data Processor Grade II

S30 and S34

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

Evidence Required

Competence appraisal:	◆ at Data Processor Grade II level
Work records:	◆ one proof of attendance at an offshore safety induction ◆ copy of CAD drawing or chart produced by the candidate ◆ copy of data processing progress and QC check sheet completed by the candidate
Witness testimonies:	◆ one example of the candidate following safety instructions ◆ one example of the candidate using the appropriate safety equipment ◆ one example of the candidate using processing software within a supervised environment
Essential knowledge:	◆ written answers to Data Processor Grade II 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/S30/000/01 **Safety**	Participation in offshore safety induction	CA (a)
	Ability to follow safety instructions and use appropriate safety equipment for deck and outside operations	Q 4,5
	Ability to follow muster calls, shipboard drills and exercises	Q5
	Demonstrates an understanding of company health, safety, environmental and quality procedures	Q3,CA(a)
S/S30/000/02 **Emergency Procedures**	Thorough understanding of company emergency procedure documents and where to find them	Q 4
	Ability to recognise a potential or actual emergency situation and report it accordingly	Q 1
	Ability to describe own role in emergency situations and that of colleagues	Q5,WT
S/S30/000/03 **Behavioural Factors**	Establishment and maintenance of good working relationships with both junior and senior colleagues	CA(b), WT
	Ability to use clear, concise and correct verbal communication with colleagues/others	WT
	Ability to recognise personal limitations and effectively seek advice	WT
S/S34/000/06 **Data Acquisition**	Demonstrate an understanding of KP and DCC conventions	WT
	Ability to identify data sets acquired by the standard survey sensors and used during offline processing	CA (i)
	Ability to locate logged data sets in the data management system	WT
	Demonstrate an understanding of the data flow between the navigation and data logging systems	WT
S/S34/000/07 **Data Processing**	Ability to access and view survey data using the processing software	CA (e)
	Ability to graphically display data sets	WT,R
	Ability to produce listings from data sets	WT,R
	Ability to identify data fields in raw and processed data	CA (h)
	Ability to compare raw and processed data	CA (f)
	Ability to maintain data quality control records	WT

Code	Demonstration	Covered by
S/S34/000/08 **Data Presentation**	Ability to print/plot a chart	CA (c)
	Demonstrate an understanding of the use of grids and graticules in a charting environment	WT
	Demonstrate an understanding of data presented on standard survey charts	CA (i)
S/S34/000/09 **Data Management**	Ability to keep processing logs up to date	WT

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		
Data Acquisition		
Data Processing		
Data Presentation		
Data Management		

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** *(Print name, sign and date)*
a) Demonstrate general safety / emergency awareness, familiarisation with worksite and ability to identify hazards. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
b) Maintain effective teamwork and communication. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
c) Demonstrate basic IT skills including Office packages and data management and basic CAD skills for charting. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
d) Recognise standard seabed conditions and pipeline / subsea structure engineering features both real-time and from video. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
e) Access, display, and list both events and survey data using relevant software packages. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
f) Monitor data quality within the survey system in accordance with standard / project specific procedures. Report any data loss/poor quality to supervisor. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		

g) Understand basic principles of, and operate, surface and sub-surface positioning systems. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
h) Understand and interpret both raw and processed events / survey data. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
i) Demonstrate an understanding of cartographic presentation and data sets presented on survey charts. Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐		
Projects **Indicate which Projects you have participated in during the last 12 months. Specify project work-scope.**		
Projects Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐	N.B. Feedback should be based on projects detailed above	
Hardware/Software **Indicate which Hardware/Software you have used during the last 12 months**		
Hardware/Software Performance is exceptional ☐ Performance is competent and dependable ☐ Additional skills or experience required ☐	N.B. Feedback should be based on Hardware/Software detailed above	

Appraisee comments:

Appraisee signature: ..... Date: .....

Essential Knowledge – Sample Questionnaire

1 What is the definition of 'near miss' incident?

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2 List the most important hazards encountered when working offshore.

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3 For your worksite describe in detail how any safety incidents are reported.

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4 Where can you find the company emergency procedure documents for your worksite?

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5 Upon hearing a vessel/installation muster alarm, describe the actions that should be taken by the survey team?

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6 What are the aims of a toolbox talk?

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7 Why is the acquired survey data smoothed?

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8 Describe how you would carry out quality control checks on a drawing produced?

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9 What data record sheets would be required for the as-laid survey of a pipeline?

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10 What checks might you undertake at the start of your shift?

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11 Explain the importance of software being correctly installed and function tested, and problems arising if not done correctly.

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12 What is the importance of data record time stamps for all raw logged data?

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13 Explain the importance of a clear and concise and concise offline log book.

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14 Explain why raw navigation position spikes should be removed, and explain the effect on data during processing if they are not.

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15 Explain the importance of vehicle offsets when processing.

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