

<b>Role:</b>	<b>R 03 – ROV Pilot Technician Grade I</b>	<b>Name:</b>	<i>Dave Turnbull</i>	<b>Start Date in Current Role:</b>	<b>01/09/10</b>
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<b>WORKED EXAMPLE</b>		<b>Assessment Method/ Documentary Evidence</b>	<b>Assessed</b>		<b>Verified</b>	
<b>Knowledge</b>	<b>Ability</b>		<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
R/R03/000/01 – Safety						
<ul style="list-style-type: none"> <li>◆ Awareness of legislation/guidance, e.g. reporting accidents</li> <li>◆ Awareness of company safety management system and own role/responsibility</li> </ul>	◆ Implement incident/near miss reporting procedures when necessary	<i>WR</i>	<i>Jim Webber</i>	<i>01/06/11</i>	<i>Jenny Goff</i>	<i>04/06/11</i>
	◆ Adhere to offshore safety standards and maintain a safe working environment for self and others	<i>DEMO</i>	<i>John Jones</i>	<i>02/06/11</i>	<i>Jenny Goff</i>	<i>04/06/11</i>
	◆ React appropriately to safety critical situations and knowledge of immediate action needed to minimise/eliminate them	<i>EOT</i>	<i>John Jones</i>	<i>02/06/11</i>	<i>Jenny Goff</i>	<i>04/06/11</i>
	◆ Work within company safety management system					
	◆ Participation in relevant safety related activities					
	◆ Appropriate use of correct PPE in all circumstances					
R/R03/000/02 – Emergency response						
<ul style="list-style-type: none"> <li>◆ Knowledge of emergency procedures and processes</li> <li>◆ Knowledge of the ROV team members' roles and responsibilities</li> <li>◆ Thorough understanding of company emergency procedure documents and where to find them</li> </ul>	◆ Handle emergency situations	<i>WR</i>	<i>John Jones</i>	<i>03/06/11</i>	<i>Lisa Palmer</i>	<i>05/06/11</i>
	◆ Recognise a potential or actual emergency situation and report it accordingly	<i>APP</i>	<i>John Jones</i>	<i>03/06/11</i>	<i>Lisa Palmer</i>	<i>05/06/11</i>
	◆ Describe own role in emergency situations and that of colleagues	<i>DEMO</i>	<i>Jim Webber</i>	<i>04/06/11</i>	<i>Lisa Palmer</i>	<i>05/06/11</i>

The following are some of the types of evidence that can be used, with suggested abbreviations: **EOT** – End of trip reports.

**WR** – Work records and examples of work completed by the individual. **WT** – Witness testimonies – signed observations of work carried out by the individual.

**LOG** – Completed logbooks and CVs/resumes. **APP** – Copies of performance appraisals. **DRILLS** – Exercises carried out to test response situations.

**DEMO** – Demonstration to Assessor/Verifier.

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<b>Knowledge</b>	<b>Ability</b>		<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
R/R03/000/03 – Communication and personnel skills						
<ul style="list-style-type: none"> <li>◆ Knowledge and understanding of English permitting good oral and written communication</li> </ul>	<ul style="list-style-type: none"> <li>◆ Establish and maintain good working relationships with both less experienced and more experienced colleagues – work as part of a team and assist others</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Assign tasks to subordinates and peers ensuring clear understanding and satisfactory completion</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Assist with ROV operations under supervision</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Assist the supervision of launch and recovery operations in full range of sea states</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Communicate with other team members</li> </ul>					

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**Assessor and Verifier Record and Contact Details – WORKED EXAMPLE**

Assessor or Verifier	Name	Job Title	Company Name & Company Stamp	Contact Details	Signature
A	<i>Jim Webber</i>	<i>ROV Superintendent</i>	<i>ROV Sub</i>	<i>j.webber@acme.com</i>	<i>Jim Webber</i>
A	<i>John Jones</i>	<i>ROV Supervisor</i>	<i>ROV Sub</i>	<i>John.Jones@RSubs.co.uk</i>	<i>John Jones</i>
V	<i>Jenny Goff</i>	<i>Area Manager (ROV Systems)</i>	<i>ROV Sub</i>	<i>J.Goff@aquatech.com</i>	<i>Jenny Goff</i>
V	<i>Lisa Palmer</i>	<i>ROV Divisional Manager</i>	<i>ROV Sub</i>	<i>Lisa.Palmer@Blueline.com</i>	<i>Lisa Palmer</i>

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**Assessor Notes – WORKED EXAMPLE**

<b>Code:</b>	<b>Please tick</b>		<b>Comments:</b>	<b>Assessor Signature:</b>	<b>Date:</b>
R/R03/000/01 <i>Safety</i>	<b>Part</b>	✓	<i>Dave has completed the first part his 01 safety competencies to a satisfactory level but five points relating to offshore safety standards, reacting to critical situations, safety management systems, participation in safety related activities and PPEs still need to be assessed and verified.</i>	<i>Jim Webber</i>	<i>01/06/11</i>
	<b>Whole</b>				
R/R03/000/01 <i>Safety</i>	<b>Part</b>	✓	<i>Dave has been assessed on the next two areas in this area of competence with just the final three to be assessed, these being safety management systems, participation in safety related activities and correct use of PPE.</i>	<i>John Jones</i>	<i>02/06/11</i>
	<b>Whole</b>				
R/R03/000/02 <i>Emergency response</i>	<b>Part</b>	✓	<i>Dave has completed the first two areas of this area of competence with only the description of "own role in emergency situations and that of colleagues" to be assessed on.</i>	<i>John Jones</i>	<i>03/07/11</i>
	<b>Whole</b>				
R/R03/000/02 <i>Emergency response</i>	<b>Part</b>	✓	<i>Dave has completed the last section on describing own role in emergency situations for the 02 Emergency response competences to a high standard. I am confident Dave is now competent on all areas of this section.</i>	<i>Jim Webber</i>	<i>04/06/11</i>
	<b>Whole</b>	✓			
	<b>Part</b>				
	<b>Whole</b>				
	<b>Part</b>				
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**Verifier Notes – WORKED EXAMPLE**

<b>Code:</b>	<b>Please tick</b>		<b>Comments:</b>	<b>Verifier Signature:</b>	<b>Date:</b>
<i>R/R03/000/01 Safety</i>	<b>Part</b>	✓	<i>I am confident that the specific areas assessed were done so to a satisfactory standard and concur that three areas detailed in assessor notes are still to be assessed and verified to complete this area of competence.</i>	<i>Jenny Goff</i>	<i>04/06/11</i>
	<b>Whole</b>				
<i>R/R03/000/02 Emergency response</i>	<b>Part</b>		<i>Made some enquiries as to how this was assessed with the two assessors; following discussion, was happy that this important topic had been assessed to a thorough standard with all areas covered under the emergency response competence.</i>	<i>Lisa Palmer</i>	<i>05/06/11</i>
	<b>Whole</b>	✓			
	<b>Part</b>				
	<b>Whole</b>				
	<b>Part</b>				
	<b>Whole</b>				
	<b>Part</b>				
	<b>Whole</b>				
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