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<td>S/S30/000/01 – Safety</td>
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<tr>
<td>♦ Safe working practices</td>
<td>♦ Follow safety instructions and use appropriate safety equipment for deck and outside operations</td>
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<td>♦ Identify different areas in the workplace, the risks associated with each and basic understanding of the regulations</td>
<td>♦ Participate in and follow muster calls, shipboard drills and exercises</td>
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<td>♦ Understand company health, safety, environmental and quality procedures</td>
<td>♦ Correct usage of personal protective equipment and safety aids</td>
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<td>♦ Locate all relevant health, safety, environmental and quality procedures at work site</td>
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<td>♦ Locate muster points, life-saving equipment, fire fighting and safety apparatus</td>
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<td>S/S30/000/02 – Emergency response</td>
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<tr>
<td>♦ Understanding of company emergency procedure documents and where to find them</td>
<td>♦ Raise emergency alarm and to alert others</td>
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<td>♦ Understanding of role of self and of others in emergency situations</td>
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<td>S/S30/000/03 – Behavioural factors</td>
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<td>♦ Understand importance of communication with colleagues and others</td>
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<td>♦ Work as part of a team – establish and maintain good working relationships with others</td>
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<td>♦ Maintain a good standard of personal hygiene and general tidiness in both the on-shift and off-shift environments</td>
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<td>♦ Communicate basic issues effectively with colleagues and others</td>
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<td>♦ Use clear, concise and correct verbal communications with colleagues and others</td>
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<td>♦ Recognise personal limitations and effectively seek guidance when necessary</td>
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<td>♦ Plan personal work on single tasks and keep to deadlines</td>
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<td>♦ Follow instructions and plan work in a single task environment</td>
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<td>♦ Work effectively under time constraints</td>
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| S/S30/000/04 – IT skills |
| ♦ Basic IT literacy |
| ♦ Working familiarity with company operating system (e.g. Windows, UNIX) |
| ♦ Understanding of network accounts and use of individual accounts and passwords |
| ♦ Understanding of basic workstation maintenance including file deletion, archiving, temporary file controls |
| ♦ Use of keyboard and mouse |
| ♦ Power up workstation and log on to a network |
| ♦ Operate basic word processing, spreadsheet and database applications |
| ♦ Create, modify and save documents ensuring adherence to company document formatting and file storage standards |

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<tr>
<th>Role: S32 – Survey Engineer Grade II</th>
<th>Name:</th>
<th>Start Date in Current Role:</th>
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**Knowledge**

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<th>S/S30/000/05 – Seamanship</th>
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<tr>
<td>♦ Knowledge of appropriate marine practices and terminology</td>
<td>♦ Able to find way around vessel</td>
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<th>S/S32/000/06 – Software</th>
<th>Ability</th>
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<tr>
<td>♦ Basic operational requirements of technical software</td>
<td>♦ Prepare the computer system for software installation</td>
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<td>♦ Install technical software packages</td>
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<td>♦ Connect computer hardware and peripheral devices</td>
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<td>♦ Navigate around a standard directory structure</td>
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<td>♦ Perform basic faultfinding in the computer software</td>
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### Assessor and Verifier Record and Contact Details

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<th>Company Name &amp; Company Stamp</th>
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