

ROV Supervisor

R01

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 ROV Supervisor level
- Work records:** ♦ copy of two risk assessment forms which have been approved by the candidate
- Witness testimonies:** ♦ 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
- Essential knowledge:** ♦ Written answers to ROV supervisor questions
- Curriculum Vitae** ♦ Detailing offshore trips, work scope, ROV systems, 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
R/R01/000/01 Safety Awareness	Ability to lead safety briefings to client and vessel crew as well as ROV team Assessment of risks and development of risk control measures suitable for the work being undertaken Management of safety aspects of work and appropriate onsite project related input to ensure the continued safety of the work Ability to comply with company accident reporting procedures Ability to identify key sections of safety management systems to address specific circumstances in an efficient manner Understanding of all applicable legislation relating to offshore operations referred to in company documentation	Q 1 CA (c) R Q 2, 3 Q 4 CA (a) CA (b)
R/R01/000/02 Emergency Procedures	Ability to take appropriate action in the event of an emergency situation and take lead role where appropriate Ensuring ROV team and others understand and review their role in emergency situations	Q 5 Q 6
R/R01/000/03 Assessment Awareness	Reviews plans for assessing performance of ROV team members onshore and offshore Collects and assesses performance evidence and knowledge against agreed criteria Assesses and provides feedback to personnel during offshore tour Ability to complete appropriate company led documentation	WT WT Q 7 WT WT
R/R01/000/04 Supervisory	Ability to adapt leadership style to take into account task needs, team and individual member needs Ensure that all technical, operational and safety documentation to kept updated. Allocate responsibility to appropriate personnel Establishment and maintenance of effective communication links with the offshore client Establishment and maintenance of effective communication with onshore project team/ manager	Q 8 CA (f) CA (d) 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 awareness		
Emergency procedures		
Assessment awareness		
Supervisory		

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>
a) Utilise safety management processes to ensure safe operations Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
b) Demonstrate understanding of current HSE legislation through work methods Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
c) Lead by example and coach junior personnel in general safety awareness. Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
d) Maintain effective communication with the client / vessel/installation manager. Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
e) Maintain effective communication with the onshore project team. Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
f) Ensures all safety documentation is completed correctly and filed. Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		

Appraisee comments:

Appraisee signature: Date:

Essential Knowledge – Sample Questionnaire

- 1 What topics should be discussed in a pre-mobilisation/de-mobilisation safety meeting?
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- 2 List the major hazards present during a mobilisation.
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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 If a member of your shift team was acting out of character or is un-communicative, what actions would you take?
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