

Senior ROV Pilot Technician

R02

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 Senior ROV Pilot Technician level
- Work records:** ♦ copy of a report written by the candidate which has been submitted to onshore management or the client. Possible examples: daily report, stores request, end of trip report, fault report
- Witness testimonies:** ♦ 1 example of the candidate leading by example and demonstrating general safety awareness
♦ 1 example of the candidate coaching junior personnel in a technical area
♦ 1 example of the candidate coaching junior personnel in underwater operations
- Essential knowledge:** ♦ written answers to Senior Pilot Technician 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/R02/000/01 Safety Awareness	Commitment to safety by setting an example on safety issues and demonstrating safety leadership to subordinates and work colleagues Management of incident/near miss reporting procedures when necessary Ability to perform 'toolbox talk' meetings/briefings immediately prior to specific nightshift operations Briefing of crew on safety matters paying particular attention to company's Safety Management System	CA (a) WT Q 1,2 CA (b) CA (b)
R/R02/000/02 Emergency Procedures	Ability to take appropriate action in the event of an emergency situation Ability to produce coherent and concise reports on emergency situations Ability to co-ordinate all personnel directly and indirectly involved in an emergency situation	Q 3,4 Q 1,2 Q 3,4
R/R02/000/03 Teamwork & Co-operation	Effective supervision and team leadership, particularly on night shift Ability to explain and instruct subordinates in the use of equipment and systems. Ability to take charge and show leadership abilities Ability to recognise the abilities/limitation of trainee staff and offer assistance and guidance	Q 5,6 WT CA (c) Q 7
R/R02/000/04 Preventative Maintenance	Allocation of maintenance tasks to appropriate technicians and ensuring correct procedures are available at the location Ensures that records correctly completed and updated Re-ordering spares and consumables used according to company procedures Ability to review and suggest improvements to PMS and include this on onshore management reports	CA (d) CA (d) (e) CA (d) CA (d)
R/R02/000/05 Piloting an ROV	Determination of weather and current conditions from information available Define and advise appropriate personnel of the limiting conditions for safe ROV operations Direct, support and instruction of junior staff in deteriorating weather conditions	Q 8,9 Q 10 Q 11

Code	Demonstration	Covered by
R/R02/000/06 Administration	Production of clear, comprehensive written reports for onshore management and clients to company format Ensures correct completion of logs etc produced by junior staff	R CA (e)
R/OR02/000/07 Operational Knowledge	Ability to discuss work scopes with clients, supervisors and junior staff Ability to suggest improvements/ alterations to work scope as required	CA (f) CA (f)
R/R02/000/08 Technical Ability	Ability to provide instruction to junior staff on underwater operations Ability to provide instruction and supervision to junior staff in maintaining equipment in operational status	WT 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 Awareness		
Emergency Procedures		
Teamwork & Co-operation		
Preventative Maintenance		
Piloting an ROV		
Administration		
Operational Knowledge		
Technical Ability		

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:

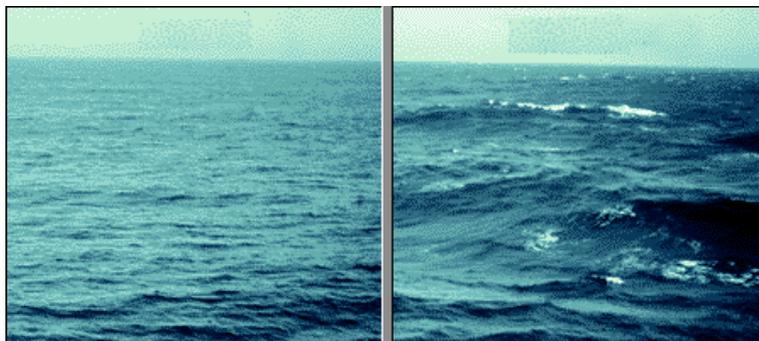
Task	Feedback to Appraisee	Appraiser (Print name, sign and date)
a) Lead by example and coach other personnel in general safety awareness Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
b) Lead risk assessment teams and chair toolbox talks Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
c) Act as deck supervisor during launch and recovery operations, showing good leadership abilities Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
d) Manage the planned maintenance system, including task allocation and completion of paperwork Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
e) Ensure all logs and other documents are completed correctly Performance is exceptional <input type="checkbox"/> Performance is competent and dependable <input type="checkbox"/> Additional skills or experience required <input type="checkbox"/>		
f) Able to discuss workscope with supervisor/client and offer constructive suggestions 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 If an incident resulting in the ROV becoming stuck occurs during a shift that you are supervising; what information/details should you gather once the incident is under control?
.....
- 2 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?
.....
- 3 Whilst you are supervising an ROV shift, the lifeboat muster alarms are sounded – describe in detail the actions you would take and the instructions you would issue to other team members if the ROV was docked into the TMS.
.....
- 4 Whilst you are supervising an ROV shift, the lifeboat muster alarms are sounded – describe in detail the actions you would take and the instructions you would issue to other team members if the ROV was docked (locked on) into a subsea structure at the time.
.....
- 5 If a member of your shift team is feeling physically un-well what actions would you take?
.....
- 6 If a member of your shift team is acting out of character or is un-communicative what actions would you take?
.....
- 7 How can you best discover the limitations and abilities of a trainee on your shift?
.....
- 8 What are the definitions of the following weather terms, veering wind and backing wind?
.....
- 9 If a wind turns quickly to more than 90 degrees from its current position what is likely initial effect on the sea?
.....
- 10 Estimate the significant wave height of the sea in the two pictures below:



- 11 If gale force weather is expected to arrive during a shift you are supervising, list the precautions you would take to prevent equipment on deck from being damaged.
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