

**Guidance on
Competence Assurance
and Assessment**

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I. Introduction

Exa-Blue strives to ensure that the maritime contracting industry is well positioned to manage a skilled and qualified workforce, essential for safe and efficient operations in offshore environments.

For the highly competitive maritime, offshore survey and oil & gas industries, gaining industry-recognized certification confirming your competence goes a long way in proving your advantage.

Whether you're a company looking for new business contracts or seeking full-time employment or work as a freelance contractor, credibility in these industries can come from having internationally certified members of your team.

Our certification is impartial and independent, as well as being a globally recognized mark of quality across ROV.

To ensure that personnel are capable of carrying out their safety-critical and other pertinent duties and roles, this guidance aims to:

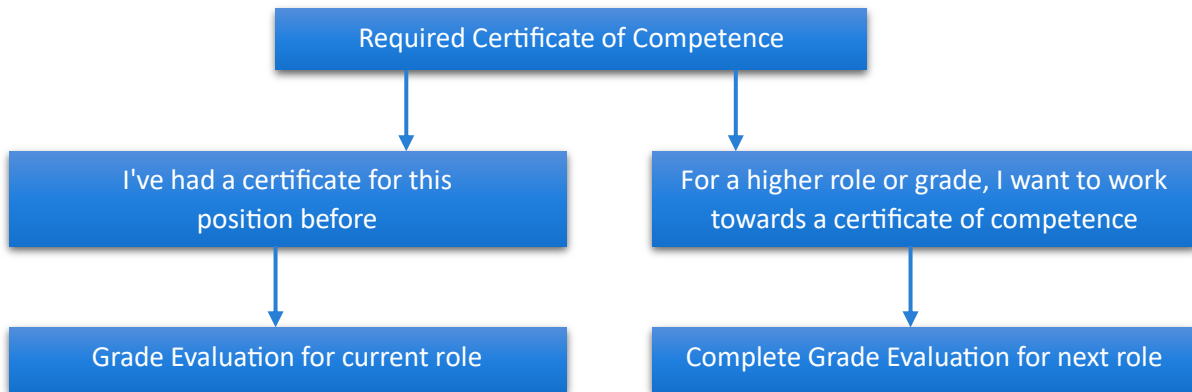
- Specify minimum standards for qualifications and, where applicable, minimum experience required.
- specify a competence assurance framework outlining the development, demonstration, acceptance, and maintenance of proficiency.

2. Abbreviation

ISO	International Organization for Standardization
RIT	Remote intervention tooling
ROV	Remotely operated vehicle
QA	Quality assurance
QC	Quality control

3. Process

The below chart shows how to obtain Exa-Blue grade certificate:



4. Grade Evaluation

When applying for a competence certificate for the job role you are currently holding, you must provide documentation of the work you have done over the previous 12 to 18 months in that role and your previous certificates.

The Complete Grade Evaluation would apply if you are looking to work towards your next job role, it requires you to be assessed on the competencies in workplace.

The following will be considered as evidence requirements:

- Entry level Criteria for job role as per IMCA C 005.
- Required Knowledge and Reviews of your work (appraisals, trip reports, and client comments).
- A witness statement from the organization you have been employed by
- Reviews of your work (appraisals, trip reports, and client comments).
- Copies of your IMCA logbook
- Valid medical and survival offshore certificate.
- Appraisal forms.
- Your curriculum vitae for your work history.

5. Verification

Once gathering all evidences, you have to submit it for verification by assign you a verifier, who will look through your work and feedback directly with you for any comments.

After successful verification by Exa-Blue you will be awarded your certificate of competence which is valid for three years.

6. Job Function

Below job functions to be graded in ROV industry reference to IMCA guidelines :

IMCA Code	Job Function
R20	ROV Superintendent
R01	ROV Supervisor
R11	ROV Tooling Supervisor
R02	ROV Senior Pilot/Technician
R12	ROV Senior Tooling Technician
R03	ROV Pilot/Technician Grade I
R13	ROV Tooling Technician Grade I
R04	ROV Pilot/Technician Grade II
R14	ROV Tooling Technician Grade II

6.1. ROV Superintendent (R20)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
Competences of ROV Supervisor or ROV Tooling Supervisor	Satisfactorily completed all ROV Supervisor's or ROV Tooling Supervisor's competences
Nominally 180 days' offshore experience as ROV Supervisor with satisfactorily completed company assessments	Appropriate entries in logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R20/000/01	Safety	<ul style="list-style-type: none"> ◆ Company safety management systems ◆ Encouragement and stimulation of accident reporting ◆ Encouragement of safety awareness in subordinates ◆ Thorough understanding of all applicable legislation relating to offshore operations referred to in company documentation ◆ Assessment of risks and development of risk control measures suitable for the work being undertaken 	<ul style="list-style-type: none"> ◆ Use company safety management system ◆ Prepare for and carry out emergency procedures ◆ Lead and promote safety briefings ◆ Plan and perform risk assessments for all safety critical areas in a work environment ◆ Management of safety aspects of work and appropriate onsite project related input ensuring the continued safety of the work 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Sets an example on safety issues by demonstrating safety leadership
R/R20/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Effective handling of emergency situations ◆ Management of ROV team in such situations 	<ul style="list-style-type: none"> ◆ Take appropriate action in the event of an emergency situation and take lead role where appropriate ◆ Ensure ROV team and others understand and review their role in emergency situations 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R20/000/03	Performance management	<ul style="list-style-type: none"> ◆ Training/assessment of all personnel involved in project 	<ul style="list-style-type: none"> ◆ Provide ongoing performance assessment of ROV team members onshore and offshore ◆ Properly apply company quality management systems ◆ Complete appropriate company documentation ◆ Collect and assess performance evidence and knowledge against agreed criteria 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Commitment to continuous improvement
R/R20/000/04	Supervision	<ul style="list-style-type: none"> ◆ Managing the team to ensure safe, cost-effective and timely execution of the job ◆ Preparation of formal procedures 	<ul style="list-style-type: none"> ◆ Motivate personnel by effective communications, involving them in decisions, and by the delegation of work appropriate to the level of responsibility ◆ Adapt leadership style to take into account task needs, team and individual member needs ◆ Interface effectively with client 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Establishment and maintenance of effective communication with client representative and onshore project team/manager
R/R20/000/05	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project performance requirements ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Project planning ◆ ROV dive planning ◆ Perform project management tasks, including scheduling and identifying critical pathways ◆ Reporting 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.2. ROV Supervisor (R01)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
Competences of ROV Senior Pilot/Technician	Satisfactorily completed all ROV Senior Pilot/Technician's competences
Nominally 180 days' offshore experience as ROV Senior Pilot/Technician with satisfactorily completed company assessments	Appropriate entries in logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R01/000/01	Safety	<ul style="list-style-type: none"> ◆ Organization and management of safety of team ◆ Effective use of safety management system ◆ Planning and performance of risk assessments for all safety critical areas in a work environment ◆ Understanding of all applicable legislation relating to offshore operations referred to in company documentation ◆ Identification of key sections of safety management systems to address specific circumstances in an efficient manner ◆ Accident reporting 	<ul style="list-style-type: none"> ◆ Lead safety briefings to client and vessel crew as well as ROV tooling team ◆ Assess risks and develop risk control measures suitable for the work being undertaken ◆ Manage safety aspects of work and appropriate onsite project related input to ensure the continued safety of the work 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Comply with company accident reporting procedures ◆ Commitment to safety through setting an example on safety issues and demonstrating safety leadership to subordinates and work colleagues
R/R01/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Effective handling of emergency situations ◆ Management of ROV team in such situations 	<ul style="list-style-type: none"> ◆ Take appropriate action in the event of an emergency situation and take lead role where appropriate ◆ Ensure ROV team and others understand and review their role in emergency situations 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R01/000/03	Performance management	<ul style="list-style-type: none"> ◆ Training/assessing Pilot/Technician Grades I and II and Senior Pilot/Technician ◆ Completion of appropriate company-led documentation 	<ul style="list-style-type: none"> ◆ Review plans for assessing performance of ROV team members onshore and offshore ◆ Collect and assess performance evidence and knowledge against agreed criteria ◆ Assess and provide feedback to personnel during offshore tour 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R01/000/04	Supervision	<ul style="list-style-type: none"> ◆ Organization and management of the team ◆ Safe, cost-effective and timely execution of the job ◆ Preparation of formal procedures 	<ul style="list-style-type: none"> ◆ Motivate personnel by effective communications, involving them in decisions, and by the delegation of work appropriate to the level of responsibility ◆ Ensure that all technical, operational and safety documentation is kept updated. Allocate responsibility to appropriate personnel ◆ Adapt leadership style to take into account task needs, team and individual member needs ◆ Establish and maintain effective communication with client representative and onshore project team/manager ◆ Keep records up to date ◆ Interface effectively with client 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R01/000/05	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project performance requirements ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Project planning ◆ ROV dive planning ◆ Perform basic project management tasks ◆ Reporting 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.3. ROV Tooling Supervisor (RII)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
Competences of ROV Senior Tooling Technician	Satisfactorily completed all ROV Senior Tooling Technician's competences
Nominally 180 days' offshore experience as ROV Senior Tooling Technician with satisfactorily completed company assessments	Appropriate entries in logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R11/000/01	Safety	<ul style="list-style-type: none"> ◆ Organization and management of safety of team ◆ Effective use of safety management system ◆ Planning and performance of risk assessments for all safety critical areas in a work environment ◆ Understanding of all applicable legislation relating to offshore operations referred to in company documentation ◆ Identification of key sections of safety management systems to address specific circumstances in an efficient manner ◆ Accident reporting 	<ul style="list-style-type: none"> ◆ Lead safety briefings to client and vessel crew as well as ROV tooling team ◆ Assess risks and develop risk control measures suitable for the work being undertaken ◆ Manage safety aspects of work and appropriate onsite project related input to ensure the continued safety of the work 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Comply with company accident reporting procedures ◆ Commitment to safety through setting an example on safety issues and demonstrating safety leadership to subordinates and work colleagues
R/R11/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Effective handling of emergency situations ◆ Management of ROV tooling team in such situations 	<ul style="list-style-type: none"> ◆ Take appropriate action in the event of an emergency situation and take lead role where appropriate ◆ Ensure ROV tooling team and others understand and review their role in emergency situations 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R11/000/03	Performance management	<ul style="list-style-type: none"> ◆ Training/assessing Tooling Technician Grades I and II and Senior Tooling Technician ◆ Completion of appropriate company-led documentation 	<ul style="list-style-type: none"> ◆ Review plans for assessing performance of ROV tooling team members onshore and offshore ◆ Collect and assess performance evidence and knowledge against agreed criteria ◆ Assess and provide feedback to personnel during offshore tour 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R11/000/04	Supervision	<ul style="list-style-type: none"> ◆ Organization and management of the team ◆ Safe, cost-effective and timely execution of the job ◆ Preparation of formal procedures 	<ul style="list-style-type: none"> ◆ Motivate personnel by effective communications, involving them in decisions, and by the delegation of work appropriate to the level of responsibility ◆ Ensure that all technical, operational and safety documentation is kept updated. Allocate responsibility to appropriate personnel ◆ Adapt leadership style to take into account task needs, team and individual member needs ◆ Establish and maintain effective communication links with the offshore client ◆ Establish and maintain effective communication with client representative and onshore project team/manager ◆ Keep records up to date ◆ Interface effectively with client 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R11/000/05	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project performance requirements ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Project planning ◆ Perform basic project management tasks ◆ Reporting 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.4. ROV Senior Pilot/Technician (R02)

Entry Level Criteria	Acceptance Criteria	Entry Level Criteria	Acceptance Criteria
Offshore medical		Current valid medical	
Offshore survival course suitable for geographical area of work		Current valid certificate	
Nominally 360 days' offshore experience as ROV Pilot/Technician Grade I and 100 piloting hours as ROV Pilot/Technician Grade I		Suitable entries in logbook and satisfactorily completed company assessments	
All competences of Pilot/Technician Grade I		Appropriate entries in logbook	

Code	Competence	Knowledge	Ability	Demonstration
R/R02/000/01	Safety	<ul style="list-style-type: none"> ◆ Awareness of legislation/guidance, e.g. reporting accidents – managing safety of team on night shifts ◆ Management of/incident/near miss reporting procedures 	<ul style="list-style-type: none"> ◆ Perform ‘toolbox talk’ meetings/briefings immediately prior to specific night shift operations ◆ Brief crew on safety matters paying particular attention to company’s safety management system ◆ Communicate safety information to team members (only on night shifts) ◆ Effective use of company safety management system 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Commitment to safety by setting an example on safety issues and demonstrating safety leadership to subordinates and work colleagues
R/R02/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Knowledge of emergency procedures ◆ Management of team during an emergency 	<ul style="list-style-type: none"> ◆ Take appropriate action in the event of an emergency situation ◆ Produce coherent and concise reports on emergency situations ◆ Co-ordinate all personnel directly and indirectly involved in an emergency situation 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R02/000/03	Personal skills and communication	<ul style="list-style-type: none"> ◆ Can take responsibility for team when required ◆ Effective communication with all other team members ◆ Recognition of the abilities/ limitation of trainee staff and offering assistance and guidance ◆ Explanation and instruction of subordinates in the use of equipment and systems ◆ Explanation and instruction of subordinates in the use of equipment and systems 	<ul style="list-style-type: none"> ◆ Effective supervision and team leadership, particularly on night shift ◆ Take charge and show leadership abilities ◆ Directly supervise teams during night shift or when supervisor is absent 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R02/000/04	Preventative maintenance	<ul style="list-style-type: none"> ◆ Thorough knowledge of ROV sub-systems ◆ Familiarity with possible modifications to equipment ◆ Familiarity with extraordinary fittings or installations ◆ Co-ordination of the upkeep of ROV system planned maintenance schedules 	<ul style="list-style-type: none"> ◆ Allocate maintenance tasks to appropriate technicians and ensure correct procedures are available at the location ◆ Re-order spares and consumables used according to company procedures ◆ Review and suggest improvements to planned maintenance system ◆ Ensure that records correctly completed and updated 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R02/000/05	Fault finding	<ul style="list-style-type: none"> ◆ Knowledge of fault finding processes and correct diagnosis of faults ◆ Identification of hazards that could arise during fault finding 	<ul style="list-style-type: none"> ◆ Carry out and co-ordinate fault finding activities on ROV systems ◆ Locate and follow fault finding procedures for all technical systems within ROV system ◆ Report and record work carried out ◆ Brief team on hazards that could occur during fault finding activities 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R02/000/06	ROV operations	<ul style="list-style-type: none"> ◆ Determination of weather and current conditions from information available 	<ul style="list-style-type: none"> ◆ Capable of assessing weather conditions and operational parameters for safe ROV operations ◆ Define and advise appropriate personnel of the limiting conditions for safe ROV operations ◆ Direct, support and instruct subordinate personnel in deteriorating weather conditions 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R02/000/07	Administration	<ul style="list-style-type: none"> ◆ Familiarity with correct use of company format for report writing 	<ul style="list-style-type: none"> ◆ Produce clear, comprehensive written reports for onshore management and clients to company format ◆ Proven writing skills ◆ Capable of appropriate technical briefing at handover ◆ Ensure relief crew are fully and properly briefed ◆ Ensure correct completion of logs etc. produced by subordinate personnel 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R02/000/08	Technical	<ul style="list-style-type: none"> ◆ Thorough understanding of underwater operations and equipment 	<ul style="list-style-type: none"> ◆ Provide instruction to less experienced personnel on underwater operations ◆ Provide instruction and supervision to less experienced personnel in maintaining equipment in operational status 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R02/000/09	Operational scope of work	<ul style="list-style-type: none"> ◆ Thorough knowledge of operational scope of work for given project 	<ul style="list-style-type: none"> ◆ Discuss scope of work with clients, supervisors, peers and subordinate staff ◆ Suggest improvements/alterations to scope of work as required ◆ Capable of proactive involvement with projected scope of work to meet client requirements 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R02/000/10	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Familiarization ◆ Project planning ◆ ROV dive planning 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.5. ROV Senior Tooling Technician (R12)

Entry Level Criteria	Acceptance Criteria	Entry Level Criteria	Acceptance Criteria
Offshore medical		Current valid medical	
Offshore survival course suitable for geographical area of work		Current valid certificate	
Nominally 360 days' offshore experience as ROV Tooling Technician Grade I		Suitable entries in logbook and satisfactorily completed company assessments	
All competences of Tooling Technician Grade I		Appropriate entries in logbook	

Code	Competence	Knowledge	Ability	Demonstration
R/R12/000/01	Safety	<ul style="list-style-type: none"> ◆ Awareness of legislation/guidance e.g. reporting accidents – managing safety of team on night shifts ◆ Management of/incident/near miss reporting procedures 	<ul style="list-style-type: none"> ◆ Perform ‘toolbox talk’ meetings/briefings immediately prior to specific night shift operations ◆ Brief crew on safety matters paying particular attention to company’s safety management system ◆ Communicate safety information to team members on night shifts ◆ Effective use of company safety management system 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Commitment to safety by setting an example on safety issues and demonstrating safety leadership to subordinates and work colleagues
R/R12/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Knowledge of emergency procedures ◆ Management of team during an emergency 	<ul style="list-style-type: none"> ◆ Take appropriate action in the event of an emergency situation ◆ Produce coherent and concise reports on emergency situations ◆ Co-ordinate all personnel directly and indirectly involved in an emergency situation 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R12/000/03	Personal skills and communication	<ul style="list-style-type: none"> ◆ Can take responsibility for team when required ◆ Effective communication with all other team members ◆ Recognition of the abilities/ limitation of trainee staff and offers assistance and guidance ◆ Explanation and instruction of subordinates in the use of equipment and systems 	<ul style="list-style-type: none"> ◆ Effective supervision and team leadership, particularly on night shift ◆ Take charge and show leadership abilities ◆ Directly supervise teams during night shift or when supervisor is absent 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R12/000/04	Remote intervention tooling (RIT)	<ul style="list-style-type: none"> ◆ Thorough knowledge of RIT systems ◆ Thorough knowledge of technical and contractual requirements ◆ Familiarity with technical reporting techniques and formats 	<ul style="list-style-type: none"> ◆ Ensure that RIT equipment and systems are kept in full working order and in compliance with all technical and/or contractual requirements ◆ Keep continuous records of defects and problems with equipment ◆ Use records to plan refit and maintenance 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R12/000/05	Preventative maintenance (RIT)	<ul style="list-style-type: none"> ◆ Organization of RIT system planned maintenance schedules ◆ Familiarity with possible modifications to equipment ◆ Familiarity with extraordinary fittings or installations 	<ul style="list-style-type: none"> ◆ Allocate maintenance tasks to appropriate technicians and ensure correct procedures are available at the location ◆ Re-order spares and consumables used according to company procedures ◆ Review and suggest improvements to planned maintenance system ◆ Ensure that records correctly completed and updated ◆ Ensure that proper checks are made on equipment before and after dives 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R12/000/06	Technical	<ul style="list-style-type: none"> ◆ Thorough understanding of underwater operations and equipment 	<ul style="list-style-type: none"> ◆ Provide instruction to less experienced staff on underwater operations ◆ Provide instruction and supervision to less experienced staff on maintaining equipment in operational status 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R12/000/07	Administration	<ul style="list-style-type: none"> ◆ Familiarity with correct use of company format for report writing 	<ul style="list-style-type: none"> ◆ Produce clear, comprehensive written reports for onshore management and clients to company format ◆ Proven writing skills ◆ Capable of appropriate technical briefing at handover ◆ Ensure relief crew are fully and properly briefed ◆ Ensure correct completion of logs etc. produced by subordinate personnel 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R12/000/08	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Familiarization ◆ Project planning 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R12/000/09	Operational scope of work	<ul style="list-style-type: none"> ◆ Thorough knowledge of operational scope of work for given project 	<ul style="list-style-type: none"> ◆ Discuss scope of work with clients, supervisors and subordinates ◆ Suggest improvements/alterations to scope of work as required ◆ Capable of proactive involvement with projected scope of work to meet client requirements 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.6. ROV Pilot/Technician Grade I (R03)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
Nominally 180 days' minimum offshore experience as ROV Pilot/Technician Grade II and a minimum of 100 hours' piloting, of which 40 hours can be on simulators (Type A or Type B). This can include up to a maximum of 20 hours on Type B simulators	IMCA logbook – with appropriate entries and satisfactorily completed company assessments
Experience as ROV Pilot/Technician Grade II	Satisfactorily completed all ROV Pilot/Technician II competences

Code	Competence	Knowledge	Ability	Demonstration
R/R03/000/01	Safety	<ul style="list-style-type: none"> ◆ Awareness of legislation/guidance, e.g. reporting accidents ◆ Awareness of company safety management system and own role/responsibility 	<ul style="list-style-type: none"> ◆ Implement incident/near miss reporting procedures when necessary ◆ Adhere to offshore safety standards and maintain a safe working environment for self and others ◆ React appropriately to safety critical situations and knowledge of immediate action needed to minimize/eliminate them ◆ Work within company safety management system ◆ Participation in relevant safety related activities ◆ Appropriate use of correct PPE in all circumstances 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Participation in relevant safety related activities
R/R03/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Knowledge of emergency procedures and processes ◆ Knowledge of the ROV team members' roles and responsibilities ◆ Thorough understanding of company emergency procedure documents and where to find them 	<ul style="list-style-type: none"> ◆ Handle emergency situations ◆ Recognize a potential or actual emergency situation and report it accordingly ◆ Describe own role in emergency situations and that of colleagues 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Participation in drills
R/R03/000/03	Personal skills and communication	<ul style="list-style-type: none"> ◆ Knowledge and understanding of English permitting good oral and written communication 	<ul style="list-style-type: none"> ◆ Establish and maintain good working relationships with both less experienced and more experienced colleagues – work as part of a team and assist others ◆ Assign tasks to subordinates and peers ensuring clear understanding and satisfactory completion ◆ Assist with ROV operations under supervision ◆ Assist the supervision of launch and recovery operations in full range of sea states ◆ Communicate with other team members 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Participation in team based tasks, demonstrating the ability to work as peer and subordinate

Code	Competence	Knowledge	Ability	Demonstration
R/R03/000/04	Preventative maintenance	<ul style="list-style-type: none"> ◆ Identification of hazards likely to arise during maintenance activity ◆ Risk mitigation procedures to be implemented prior to conducting maintenance on ROV systems 	<ul style="list-style-type: none"> ◆ Perform planned maintenance in accordance with operational requirements ◆ Discuss work to be undertaken with supervisor ◆ Carry out ROV system maintenance and complete planned maintenance schedules ◆ Report and record work done 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R03/000/05	Fault finding	<ul style="list-style-type: none"> ◆ Fault finding processes and correct diagnosis of faults ◆ Identification of hazards that could arise during fault finding and maintenance procedures 	<ul style="list-style-type: none"> ◆ Locate and follow fault finding and maintenance procedures for electronic and mechanical systems within ROV system ◆ Report and record work carried out ◆ Maintain ROV control and navigational systems 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R03/000/06	Piloting an ROV (piloting/technical)	<ul style="list-style-type: none"> ◆ Understand the use of navigation aids ◆ Piloting of the ROV in various types of operational circumstances ◆ Identification of environmental conditions affecting ROV operations ◆ Knowledge of typical work sites and ROV operations at work sites ◆ Knowledge of manipulator functions and duties ◆ Knowledge of pre and post dive checks 	<ul style="list-style-type: none"> ◆ Utilize all available navigation aids and operate ROV system; if assessor not present supervisor may be required ◆ Operation of the ROV when assessor not present ◆ Navigate an ROV to the work site, in a range of environmental conditions, fully utilizing appropriate navigational aids ◆ Carry out a range of manipulator activities proficiently using a 5 or 7 function manipulator ◆ Carry out all general manipulator duties ◆ Carry out appropriate pre and post dive checks 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Signed off copies of pre and post dive checklists

Code	Competence	Knowledge	Ability	Demonstration
R/R03/000/07	Administration	<ul style="list-style-type: none"> ◆ Understanding completion of documentation and logs ◆ Working knowledge of company QA and associated procedures 	<ul style="list-style-type: none"> ◆ Complete video logs and information indentation to client specifications ◆ Perform audio and video dubbing as required to company/client specification ◆ Ensure all recorded information fully complies with company QA/QC policies and procedures ◆ Capable of coordinating collection of dive records – video, audio and written 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R03/000/08	Technical (umbilical/tether termination)	<ul style="list-style-type: none"> ◆ Tools and test equipment requirements ◆ Electrical and mechanical specifications for termination ◆ Risk assessment and other safety requirements specific to umbilical/tether termination ◆ Tests required before and after termination 	<ul style="list-style-type: none"> ◆ Prepare the work area, and select and prepare the equipment and tools ◆ Remove termination from vehicle and fit cable identification for re-fit, after it has been risk assessed ◆ Carry out electrical and mechanical umbilical/tether terminations ◆ Prepare re-termination, including testing as necessary, and correct handling of fibre optics, after it has been risk assessed ◆ Perform appropriate mechanical and electrical tests before reconnection, after it has been risk assessed 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Completion of relevant documentation
R/R03/000/09	Specialist equipment	<ul style="list-style-type: none"> ◆ Understanding of what specialist tools and equipment may be required for a range of defined tasks within the capability of the ROV system 	<ul style="list-style-type: none"> ◆ Remove, test, inspect and install specialist equipment ◆ Perform correct maintenance procedures ◆ Install additional equipment ◆ Plan sequence of operations, ensuring relevant authorizations, maintenance specifications and time limitations used under supervision 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R03/000/10	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Demonstrate familiarization ◆ Conduct project planning ◆ Develop ROV dive plans 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.7. ROV Tooling Technician Grade I (RI3)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
Nominally 180 days' minimum offshore experience as ROV Tooling Technician Grade II	IMCA logbook – with appropriate entries and satisfactorily completed company assessments
Experience as ROV Tooling Technician Grade II	Satisfactorily completed all ROV Tooling Technician II competences

Code	Competence	Knowledge	Ability	Demonstration
R/R13/000/01	Safety	<ul style="list-style-type: none"> ◆ Awareness of legislation/guidance, e.g. reporting accidents ◆ Awareness of company safety management system and own role/responsibility 	<ul style="list-style-type: none"> ◆ Implement incident/near miss reporting procedures when necessary ◆ Adhere to offshore safety standards and maintain a safe working environment for self and others ◆ React to safety critical situations and what immediate action to be taken to minimise/ eliminate them ◆ Work within company safety management system ◆ Participate in relevant safety related activities 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R13/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Knowledge of emergency procedures ◆ Knowledge of the ROV team members' roles and responsibilities ◆ Thorough understanding of company emergency procedure documents and where to find them 	<ul style="list-style-type: none"> ◆ Handle emergency situations ◆ Recognise a potential or actual emergency situation and report it accordingly ◆ Describe own role in emergency situations and that of colleagues 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R13/000/03	Personal skills and communication	<ul style="list-style-type: none"> ◆ Determination of sea state, recognising when conditions deteriorate and taking appropriate action under supervision 	<ul style="list-style-type: none"> ◆ Establish and maintain good working relationships with colleagues of all levels of experience – works as part of a team and assists others ◆ Assign tasks to subordinates ensuring clear understanding and satisfactory completion ◆ Hand over to colleagues before leaving worksite ◆ Communicate with other team members ◆ Assist the supervision of launch and recovery operations in full range of sea states 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R13/000/04	Remote intervention tooling (RIT)	<ul style="list-style-type: none"> ◆ Good knowledge of remote intervention tooling systems 	<ul style="list-style-type: none"> ◆ Ensure that RIT equipment and systems are kept in full working order and in compliance with all technical and/or contractual requirements 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R13/000/05	Preventative maintenance (RIT)	<ul style="list-style-type: none"> ◆ Identification of hazards likely to arise during maintenance activity 	<ul style="list-style-type: none"> ◆ Ensure that RIT equipment is checked against appropriate checklists before and after a dive ◆ Organize and follow planned maintenance, keeping complete technical records and logs ◆ Discuss work to be undertaken with supervisor ◆ Carry out RIT system and complete planned maintenance schedules ◆ Report and record work done 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R13/000/06	Technical	<ul style="list-style-type: none"> ◆ Knowledge of the fundamentals of standard tooling interfaces as described in ISO 13628-8 and an understanding of how the setting of hydraulic pressures relates to subsequent tooling forces and torques and calibration ◆ Understanding of the principles of hydraulic and basics of electrical control of standard tools 	<ul style="list-style-type: none"> ◆ Identify components of standard tooling and describe their functions ◆ Perform general and preventative maintenance tasks (under supervision) ◆ Perform pressure settings and derive subsequent forces and torques from calibration certificates ◆ Identify and assist with change-out and fitting of tools to the ROV 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R13/000/07	Administration	<ul style="list-style-type: none"> ◆ Working knowledge of company QA and associated procedures 	<ul style="list-style-type: none"> ◆ Ensure all recorded information fully complies with company QA/QC policies and procedures ◆ Ensure that spare parts, materials etc. are available when required 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R13/000/08	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Familiarization ◆ Project planning 	<ul style="list-style-type: none"> ◆ Approved assessment by company official
R/R13/000/09	Fault finding (RIT)	<ul style="list-style-type: none"> ◆ Knowledge of fault finding techniques for RIT systems and diagnosis of faults ◆ Identification of hazards that could arise during fault finding and maintenance procedures 	<ul style="list-style-type: none"> ◆ Locate and follow fault finding and maintenance procedures for electronic systems within RIT system ◆ Report and record work carried out 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.8. ROV Pilot/Technician Grade II (R04)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
IMCA ROV Pilot/Technician II entry level	Meets criteria set out in IMCA R 002 : <ul style="list-style-type: none"> ◆ Academic qualifications – certification ◆ Industrial experience – references

Code	Competence	Knowledge	Ability	Demonstration
R/R04/000/01	Safety	<ul style="list-style-type: none"> ◆ Awareness of legislation ◆ Awareness of company safety management system ◆ Knowledge of own role and responsibilities ◆ Basic understanding of regulations ◆ Understanding of company safety management system ◆ Identification of different areas in the workplace and the risks associated with each 	<ul style="list-style-type: none"> ◆ Locate all relevant health, safety and quality procedures at the worksite ◆ Participate in an offshore safety induction ◆ Follow safety instructions and use correct appropriate safety equipment for all deck and worksite operations 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Knowledge of emergency procedures ◆ Knowledge of the ROV team members' roles and responsibilities ◆ Ability to describe own role in emergency situations and that of colleagues 	<ul style="list-style-type: none"> ◆ Read and demonstrated an understanding of company emergency procedure documents and where to find them ◆ Raise alarm and to alert others 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook ◆ Participation in drills
R/R04/000/03	Personal skills and communication	<ul style="list-style-type: none"> ◆ Knowledge and understanding of English permitting good oral and written communication ◆ Recognition of personal limitations and requests assistance from others when necessary, without undue disruption and willing to offer assistance when needed 	<ul style="list-style-type: none"> ◆ Establish and maintain good working relationships with immediate team members ◆ Use of clear, concise and correct verbal communications with supervisor ◆ Work as part of a team and assist others ◆ Communicate with other team members 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/04	Preventative maintenance	<ul style="list-style-type: none"> ◆ Awareness of requirements ◆ Assistance of colleagues when required with planned maintenance 	<ul style="list-style-type: none"> ◆ Describe why and when planned maintenance is needed ◆ Assist in preparing work area ◆ Determine what system isolations are required at the work area ◆ Determine relevant tools for work to be undertaken, under supervision 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R04/000/05	Fault finding	<ul style="list-style-type: none"> ◆ Fault finding processes ◆ Identification of hazards that could arise during fault finding 	<ul style="list-style-type: none"> ◆ Locate and follow fault finding procedures for all systems within ROV system ◆ Report and record work carried out 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/06	Piloting an ROV (piloting/technical)	<ul style="list-style-type: none"> ◆ Describe the function of standard ROV controls and their use in navigating the ROV ◆ Understanding of use of sonar ◆ Awareness of changes in ranges/scales ◆ Understanding of use of acoustic positioning systems used by ROVs 	<ul style="list-style-type: none"> ◆ Navigating an ROV to work site in normal environmental conditions ◆ Familiarity with ROV controls ◆ Utilize navigational aids in order to direct and assist in piloting ROV 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/07	Administration	<ul style="list-style-type: none"> ◆ Understand importance of documentation and logs ◆ Knowledge of company QA and associated procedures 	<ul style="list-style-type: none"> ◆ Record ROV dive information onto dive logs ◆ Able to complete dive records – video, audio and written ◆ Record video information on to video tape in the required format ◆ Audio dub video material in real time utilizing correct terminology and specified procedures 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/08	Technical	<ul style="list-style-type: none"> ◆ Knowledge of fundamentals of ROV system and subsystems, to include vehicle, launch and recovery system, and topside control system ◆ Understanding of fundamental hydraulic, electric and electronic principles 	<ul style="list-style-type: none"> ◆ Identify all the main components of the ROV system and describe their functions, e.g. winch, A-frame/crane, topside control components ◆ Perform general maintenance tasks (under supervision) ◆ Identify and assist with changing major hydraulic, electronic and electrical components ◆ Ability to assemble tools needed in change out, including personal protective equipment 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/09	ROV systems	<ul style="list-style-type: none"> ◆ Testing, maintenance and operation of ROV system under supervision ◆ Understanding of power up/power down safety sequence 	<ul style="list-style-type: none"> ◆ Assist with the completion of pre-dive checks of an ROV ◆ Assist with the launch of an ROV in normal environmental conditions ◆ Assist with completion of post dive checks of an ROV 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R04/000/10	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Familiarization ◆ Project planning ◆ ROV dive planning 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R04/000/11	Safe operating techniques	<ul style="list-style-type: none"> ◆ Understanding of safety and environmental requirements during launch and recovery and deck operations 	<ul style="list-style-type: none"> ◆ Describe correct/safe operation of launching system ◆ Describe roles of ROV team members during launch and recovery operations ◆ Describe the environmental effects of and limitations to launch and recovery operations 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

6.9. ROV Tooling Technician Grade II (RI4)

Entry Level Criteria	Acceptance Criteria
Offshore medical	Current valid medical
Offshore survival course suitable for geographical area of work	Current valid certificate
IMCA ROV Tooling Technician II entry level	Meets criteria set out in IMCA R 002 : <ul style="list-style-type: none"> ◆ Academic qualifications – certification ◆ Industrial experience – references

Code	Competence	Knowledge	Ability	Demonstration
R/R14/000/01	Safety	<ul style="list-style-type: none"> ◆ Awareness of legislation ◆ Awareness of company safety management system ◆ Knowledge of own role and responsibilities ◆ Basic understanding of regulations ◆ Demonstration of safe work practices ◆ Attendance of worksite specific induction ◆ Understanding of company safety management system ◆ Identification of different areas in the workplace and the risks associated with each 	<ul style="list-style-type: none"> ◆ Locate all relevant health, safety and quality procedures at the worksite ◆ Participated in an offshore safety induction ◆ Follow safety instructions and use appropriate safety equipment for deck and worksite operations 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R14/000/02	Emergency response	<ul style="list-style-type: none"> ◆ Knowledge of emergency procedures ◆ Knowledge of the ROV team members' roles and responsibilities ◆ Ability to describe own role in emergency situations and that of colleagues 	<ul style="list-style-type: none"> ◆ Read and demonstrate an understanding of company emergency procedure documents and where to find them ◆ Raise alarm and to alert others 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R14/000/03	Personal skills and communication	<ul style="list-style-type: none"> ◆ Recognition of personal limitations and requests assistance from others when necessary without undue disruption and willing to offer assistance when needed 	<ul style="list-style-type: none"> ◆ Establish and maintain good working relationships with immediate team members ◆ Use clear, concise and correct verbal communications with supervisor ◆ Work as part of a team and assist others ◆ Communicate with other team members 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook

Code	Competence	Knowledge	Ability	Demonstration
R/R14/000/04	Remote intervention tooling (RIT)	<ul style="list-style-type: none"> ◆ Reading and understanding of RIT manuals, compliance with instructions ◆ Performance of pre and post dive checks on RIT ◆ Ability to follow planned maintenance routines on RIT 	<ul style="list-style-type: none"> ◆ Assist the RIT operation ◆ Complete valve movement sheets ◆ Follow maintenance routines (under supervision) ◆ Assemble tools needed in change out, including personal protective equipment ◆ Hook up mechanically, hydraulically and electronically to the ROV (under supervision) ◆ Attach RIT to ROV and test on site (under supervision) 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R14/000/05	Preventative maintenance (RIT)	<ul style="list-style-type: none"> ◆ Awareness of requirements ◆ Assistance of colleagues when required with planned maintenance 	<ul style="list-style-type: none"> ◆ Describe why and when planned maintenance is needed ◆ Assist in preparing work area ◆ Determine what system isolations are required at the work area ◆ Determine relevant tools for work to be undertaken, under supervision 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R14/000/06	Technical	<ul style="list-style-type: none"> ◆ Knowledge of fundamentals of ROV tooling systems ◆ Basic knowledge of ROV systems including vehicle, launch and recovery system, and topside control system ◆ Understanding of fundamental hydraulic, electric and electronic principles 	<ul style="list-style-type: none"> ◆ Identify all the main components of the ROV system and describe their functions, e.g. winch, A-frame/crane, topside control components ◆ Identify all main components on the ROV and describe their function ◆ Perform general maintenance tasks (under supervision) 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R14/000/07	Administration	<ul style="list-style-type: none"> ◆ Understand importance of documentation and logs ◆ Knowledge of company QA and associated procedures 	<ul style="list-style-type: none"> ◆ Ensure all recorded information fully complies with company QA/QC policies and procedures ◆ Ensure that spare parts, materials etc. are available when required 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook
R/R14/000/08	Project activities	<ul style="list-style-type: none"> ◆ Understanding of project equipment operation procedures 	<ul style="list-style-type: none"> ◆ Familiarization ◆ Project planning 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Logbook