



## OPS GROUP LTD

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## OPS-CMS

### Competency Monitoring System

As you will know, OPS now have a Competency Monitoring System up and running. We believe that you are competent, but we want to be able to document this.

In order to collect evidence we are supplying you with these assessment sheets. Our client's supervisors already fill out reports on OPS personnel, these new "tick box" forms will allow clients to build up evidence of competence.

***Our clients have already agreed to have their supervisors fill out the "Assessment Sheets" offshore.***

It is important to OPS and to you that we get the assessment sheets filled out; this will enable you to continue working competitively in this industry. You are required to send the completed forms in with your timesheets.

This assessment sheet information will be entered into a database and when we have enough evidence, we will issue you a Certificate of Competency.

Please give the sheets to your supervisor and refer him to the "guidance note" overleaf. Ask the supervisor to fill out the appropriate sheet for the job you are doing i.e. pumping fluid, pumping nitrogen, or running coiled tubing and the Health and Safety sheet.

For the ease of grading and to ensure you can get the best score possible, filling in the forms can now be done by Observation, Questioning or a combination of the two. This will mean that if you are offshore on a job and have not had the opportunity to perform certain tasks mentioned on the forms, your supervisors will be able to ask you about past experiences of when you have done this. If they are happy with your answers, they can tick the QU Yes column gaining your points.

For any further information, please do not hesitate to speak to the Operations team or our Competency Administrator.

Thank you for your assistance.

Steve Pryor  
Managing Director

Oilfield Production Support Group Limited Trading as: OPS Group Ltd  
Registered Office: 34 Albyn Place, Aberdeen, AB10 1FW  
Registered in Scotland No. 109748  
Directors: Stephen W. Pryor, Ray Johns Ph.D





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### Guidance Notes for Assessors

- As you will be aware all offshore contractors have to prove that the people they take on are “competent” – contractors as well as staff
- OPS personnel have a great deal of experience, but not all have certificates or paperwork to show they are competent
- OPS have developed a system to show that their personnel are competent
- The system works on “supervisors” observing tasks and filling out a simple tick box assessment sheet on OPS personnel’s performance
- Please fill out a separate sheet for each operator
- You do not have to be a qualified D32/D33 Assessor to fill out the form
- If you are a supervisor, day shift or night shift, you will have the experience to assess the Operator
- One sheet does not make an operator competent. The assessments go towards a collection of evidence and several sheets are required to show that someone is competent
- If you observed the operator doing the job correctly, please add a tick under the **OB Yes** column
- If you do not observe the operator doing the job, please question them. If answers are sufficient to show the operator knows what they are doing, please add a tick under the **QU Yes** column
- If you are not happy with the observation / questioning, please put a tick in the **No** column and provide further information overleaf so we can see where problems stem from
- Please fill out the sheets honestly – this will allow OPS to rate our personnel fairly and correctly

**Thank you in advance for your assistance!**

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