



## **Top ten tips for competence assurance system success!**

### **1. Identify the right competencies**

Link all your competencies to your safety management systems/safety case. These documents provide essential information to help guide you. But remember to get input from your offshore personnel.

### **2. Draw a map**

Map out the competency process so that only workplace competencies are assessed offshore. Otherwise you risk duplication of effort between training, familiarisation, emergency response training and competency.

### **3. Build a workable system**

Competence assessment is a small part of what supervisors and teams are asked to do offshore. So your documentation has to be clear and quick to use. The working part must line up with responsibilities. The people doing the assessments (the assessors) can be given checklists that reflect key aspects of procedures and risk assessments.

### **4. Prioritise your people**

If this is your third or fourth look at competencies then focus on people new to roles. Assess the level of risk- two people might be new to a role but the one who has not been offshore before has to be a priority.

### **5. Get management buy-in**

Competency and training can be seen as a second priority to off-shore crews. The main management team needs to be bought into the process.

### **6. Provide quality assessor training**

Assessor training is the key to successful implementation. Training should focus on the competency system. Some of the training will also help develop effective supervision skills as these are also required for an assessor to be effective.



#### **7. Provide accessible guidance**

We find that a short guide with examples of evidence works really well. Offshore assessors can use it as a quick reference guide and verifiers can also refer to it.

#### **8. Support assessors during the early stages**

Work with assessors during the first few months of assessment and provide good quality feedback so they know what is working well and what to improve.

#### **9. No snakes and ladders!**

Verification is an on-going process where items are checked and constructive feedback is required. Throwing a six to quickly get to the finish line will not work!

#### **10. Recognise competency**

Reward those who achieve competency and reflect this in your promotion structure. Recognise those achieving competency and perhaps include their success in internal communications.

If you would like to know more or to discuss your requirements, please call us on 01651 873398 or e-mail us – [info@2polarislearning.com](mailto:info@2polarislearning.com).