

Offshore Manager

Verification of competence, education and training

Please note, MTCS may contact you via email to confirm this form was completed by you (the witness).

Candidate Name:	
Date of birth:	
Candidate email:	

I confirm that the person detailed above:

- 1 Has been employed by _____ (company name)
- 2 At the position of _____

Between the dates of _____ and _____
- 3 Totalling approximately _____ offshore days
- 4 I can confirm that the person holds a valid and authentic academic/trade qualification (where applicable) for the position at which they are employed (*please provide copies of certificates*) .
- 5 In my view the person has demonstrated the skills necessary to be deemed competent at the above grade in accordance with IMCA guidelines (if applicable) Based on IMCA guidelines R/R20/01 -04 and within MTCS Competencies (listed on sheet 2). I would therefore like to recommend that they be assessed for the grade (please provide copies of recent appraisals/performance reviews).
- 6 The person has a valid offshore medical and survival suitable for the geographical area in which they work (*please provide copies of certificates*) .

Witness name:		Position:	
Witness signature:		Date:	
Witness email:		Witness contact no:	
Company name / address:			
MTCS (UK) Ltd Email: enquiries@mtcs.info		Tel: +44 (0)15394 40200 www.mtcsuk.com	

Job Summary:

An Offshore Manager is regarded as someone who can manage the offshore team in order to achieve outcomes as required by the client and contracting company.

There is a significant range of disciplines within an Offshore team. For this reason, it is important that the Offshore Manager has a thorough understanding of the demands of ROV, Diving, Hydrographic Survey and Marine operations. Operational experience therefore forms an important part of the criteria for this grade.

The Offshore Manager must also be proficient in all aspects of management and this is therefore assessed within this grade as an ongoing competence.

The Offshore Manager is also expected to coach and assess colleagues in all aspects of sub-sea operations. Offshore Managers may apply for formal assessment qualifications which are awarded by the awarding body EAL. They are however assessed on their assessment skills within this grade in line with IMCA guidelines.

The Offshore Manager will have a strong background in either ROV, Diving, Survey or Marine disciplines. They will have significant experience in one of the above and held a senior role for at least 3 years. These roles may include ROV Superintendent, Dive Superintendent, Deck Foreman/Shift Superintendent

Entry Level Specifications:

- Be in possession of a current and valid offshore medical certificate that is acceptable in the region of the world in which they are employed
- Be in possession of a current and valid offshore survival certificate that is acceptable in the region of the world in which they are employed
- Achieve 540 days offshore experience at a Senior Supervisor/Superintendent Grade
- Have a minimum of 8 years in the industry

Competencies:

- 1) Demonstrates the ability to manage activities in a safe manner in accordance with legislative and operating company requirements
- 2) Demonstrates the ability to co-ordinate the Offshore Team during an emergency situation in the workplace
- 3) Demonstrates the ability to coach personnel, assess their skills and implement effective management techniques in the workplace
- 4) Demonstrates the ability to liaise with the Client, Shore Based Management and Offshore Supervisors/Team Leaders
- 5) Demonstrates the ability to implement and manage Company Quality Systems in the workplace
- 6) The ability to use project management systems / software as required in offshore operations