

Grade I Data Processor

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) S/S24/000/06-09 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:

A Grade I Data Processor is regarded as someone who is conversant with data processing aspects of marine survey operations.

They can successfully participate in the Survey Team during operations and will report directly to the Senior Data Processor.

The Grade I Data Processor is expected to coach and assess junior members of the Survey Project Team in line with the Competence Management Programme.

Entry Level Specifications:

- Satisfactory completion of the competence criteria for Data Processor Grade II and be working towards Data Processor Grade I
- Nominally 12 months including 80 days operational experience as a Data Processor Grade II OR Relevant Industrial, military or academic experience in Survey discipline
- Valid and current offshore medical certificate that is acceptable in the region of the world in which they are employed
- Valid and current offshore survival certificate that is acceptable in the region of the world in which they are employed

Competencies:

- 1) The ability to understand online navigation and data logging systems
- 2) The ability to understand tide theory and create tide files
- 3) The ability to understand the need for calibrations
- 4) The ability to install and configure processing software
- 5) The ability to use processing programs, follow procedures and interpret survey data
- 6) The ability to use and interpret geophysical data recording and presentation
- 7) The ability to use advanced computer aided drafting skills for charting
- 8) The ability to presentation, report and quality control charts in accordance with client/project specific requirements
- 9) The ability to implement, maintain and archive in accordance with data management procedures