

Evidence Summary Record

EVIDENCE SUMMARY RECORD				
Training/Development Period (e.g. induction, attachment etc.):				
Evidence Ref.	Start/finish date	Activity and brief description (+ verifying signature of line manager/supervisor for this activity)	Type/ where located	Notes (or competence/ commitment reference)
12/2	Jan '99- May '99	North Sea Drilling Rig Communications project – to design, specify, project manage, install and commission the communications equipment for data and voice/satellite and microwave links for the rig. A wide range of evidence available in the project file – reports, reviews, minutes etc.	Project file at Aberdeen office of XYZ Oil Co.	Successful post project review, discussed and recorded in the Performance Review in Jan 2000, see DAP file
12/3	May '99	C++ course – intensive C++ course at AB Computer Training. C++ identified within a future project and this course took me to a level of practitioner ready to contribute to new project. Successfully completed programme at end of course	Certificate in portfolio + sample program and course notes in office file at XYZ Oil Co.	Training need identified in Project Review and discussed at PRP and built into training and development plans. See next project
12/4	June – Sept '99	Thailand sea gas and drilling rig communications project – to design, specify, project manage, install and commission the communications equipment for data and voice/satellite and microwave links for the rig. This project included a program for the front end users of the system on the rig which was written by me in C++. A wide range of evidence available in the project file – reports, reviews, minutes etc.	Project file at Aberdeen office of XYZ Oil Co. and DAP	See PRP
12/5	13-14 June '99	Helicopter training at AB Co Aberdeen – training for safety in helicopters and their use on rigs in under sea oilfields – 2 days.	Certificate and notes – now allowed to carry out surveys	