



# Work Controls - Recipient Competency Assessment

Criteria for moving from 'Work Ready' to 'Work Capable'

Worker  
Assessor

## General Responsibilities

I fully understood my role and the associated responsibilities that provided safe access to equipment for the purposes of undertaking inspection, maintenance and/or testing  
I have a practical understanding of the SM-EI and GPG rules and the StayLive Work Control Procedures in order that they were implemented correctly  
I was aware at all times of what other work was occurring that might have affected the safety of myself and others on site  
I was conscious of the hazards associated with, or introduced by other work and had effective mitigations in place for those hazards  
I planned and communicated effectively so that intentions were well understood and risks were effectively managed  
I ensured equipment was isolated before work commenced, unless isolation was not part of the work method


## Recipient Responsibilities

I held appropriate and valid competencies to complete my tasks  
I ensured the appointed supervisor(s) held the appropriate competencies  
I communicated fully with both the issuer and supervisor(s) regarding the scope and application of the permit or work authority  
I ensured that the permit or work authority was adequate for the work being carried out, and it remained adequate throughout the work for the purposes of maintaining safe access to the equipment being worked on  
I physically checked all isolations before accepting the permit, where practicable  
I applied a Recipient (red) RASM lock to the permit lock box  
I provided the appropriate level and competency of supervision at all times as per the EEA Guide to Supervision for Safety  
I remained contactable and in the proximity of the worksite whilst the work was being carried out  
I assumed the role and responsibilities of supervisor if no supervisor had been appointed, or if the work was under a test permit  
I ensured all members of the work party signed on and off the Access or Test Permits  
I ensured all changes to the permit, isolations and activity being done under the permit were clearly communicated to the work party  
I ensured at all times that the work remained within the boundary of the isolations and was only on the equipment for which a permit had been issued  
I returned the permit and all associated and additional documentation once work was completed and advised the issuer of any modifications made to the equipment as a result of the work


## Statement of Endorsement

**Worker**

Name

Signature

Date

A signature by the worker indicates they have undertaken the corresponding actions as indicated by ticks in the 'Worker' column

**Assessor**

Name

Signature

Date

A signature by the Assessor indicates their verification of the Worker actions by ticks in the 'Assessor' column

**Note: The Assessor must be 'Work Capable' for this specific Competency and takes responsibility for determining if the Worker is 'Work Capable'**

Evidence supporting this assessment should be attached and may include: work control documents, permits, photos, videos, drawings etc ...