

Competency Assessment Record

Record that somebody was actually watched doing the task, rather than that they attended a course about it.

A record that somebody was actually watched doing the task, by whom, and what was concluded.

WATCHING, NOT ATTENDING

Training is not competence. This sheet records an observation of the real task — who watched, what they saw, and what happens next. It sets no standard: the criteria come from your own procedures or the equipment manufacturer.

Person assessed	Task or equipment	Assessor	Date
Where the criteria come from	Assessment number	Previous assessment	

OBSERVED

Step or criterion — write your own	Observed	Comment

OUTCOME

What was seen, in the assessor's words

Outcome	Further training or supervision needed	Reassess by
Assessed	Assessor	Date