

**SKILLS FRAMEWORK FOR MARINE AND OFFSHORE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Quality Management					
TSC	Technical Writing					
TSC Description	Apply technical writing approaches to communicate complex information and enable actions in pursuit of defined project goals					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		MAR-QUA-2008-1.1	MAR-QUA-3008-1.1	MAR-QUA-4008-1.1		
		Draft technical reports according to established technical writing guidelines	Review technical reports for information accuracy and validity	Develop technical report structures, writing guidelines and standards for the organisation		
Knowledge		<ul style="list-style-type: none"> Principles of technical writing and presentation Software and/or tools suited to technical reporting Critical elements and structures of technical reports Methods of drafting technical reports Organisation's document control procedures and management system processes Project documentation requirements 	<ul style="list-style-type: none"> Strategies for reviewing and approving technical reports Principles relating to the reporting phase of technical processes Client documentation requirements Methods of compiling project dossiers Procedures for filing exception reports on late documentation Procedures of document audits 	<ul style="list-style-type: none"> Types of technical report structures Legislation and organisational policies that may impact technical reporting requirements Methods of establishing document control procedures Methods of reviewing documentation processes Methods of conducting documentation audits 		
Abilities		<ul style="list-style-type: none"> Collate, interpret and summarise information in report formats according to established standards Maintain security and confidentiality of data Identify and rectify gaps in required data and information Use language and writing styles appropriate to audience, report purposes and objectives Use appropriate software to apply design 	<ul style="list-style-type: none"> Identify documentation requirements for specific projects and clients Review reports for factual accuracy, and adherence to specific requirements and procedures Verify completeness of technical information in reports Clarify technical terminologies Verify data accuracy and validity of 	<ul style="list-style-type: none"> Select appropriate report structures and formats to be implemented for different types of technical activities Develop overview of report structure and content to create organisation standards for communicating information Develop documentation procedures for formatting, review processes, version 		

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		<p>elements and visual aids to decipher technical information</p> <ul style="list-style-type: none"> • Update documents according to feedback received from client and internal reviews • File hardcopies and electronic records as required • Update organisational document management systems 	<p>recommendations in reports</p> <ul style="list-style-type: none"> • Compile final project dossiers • Verify updated documents for completeness of required updates • Participate in document audits 	<p>control, distribution, and filling</p> <ul style="list-style-type: none"> • Conduct management review of documentation processes to ensure compliance with established procedures • Conduct document audits • Establish organisational document management systems 		
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