

C.TECH. Competency Profile - Sample Document

1. Technical Analysis Competency

Describe a situation or activity in which you applied discipline-specific knowledge to data collection, analysis, and documentation of results.

Indicator	Competency Logbook Entry Examples
<p>Assess electrical safety before gathering data. <i>(Electrical competency sample - indicator 1.01)</i></p>	<p>The project given to us was to turn liquid Sulphur to solid Sulphur granules in <i>(project name)</i> project from <i>(timeframe)</i> . After consulting with the supervisor, I discovered that my task was to cable terminate 2 motors each containing name plate 415 V volts, 20 kW, 3 phase, 1480 rpm and 50 Hz frequency. I then collected the necessary documents to complete the task such as a single line diagram of the switch board, a motor specification data sheet and motor name plate, schematic drawing, wiring drawing, work permits, a hazardous area analysis and a job safety analysis. After analyzing the above, I handed my notes, schedules, time requirements, and manpower requirements to the supervisor to complete the task.</p>
<p>Select appropriate testing methods based on specifications to integrate and test software and existing computer hardware components. <i>(Information competency sample - indicator 1.01)</i></p>	<p>When <i>(company name)</i> moved offices, I analyzed the provided blueprint of the office area with all data ports that were available in each office, set up our data server, configured our network. Due to the previous company leaving in a hurry, they had cut the wires in the server room so I was tasked with individually rebuilding and testing every ethernet cable, recording where each cable went to each office. Then I connected all data ports to ensure that the network and that the rebuilt cables were functioning properly as well as ensure the network was configured properly where all offices had access to our server as well as external internet connection. I tested each workstation individually to ensure all hardware and software were in working order so that there would be minimal downtime after our move was complete.</p>
<p>Identify and handle hazardous materials safely. <i>(Biomedical competency sample - indicator 1.02)</i></p>	<p>When I brought down the device from a care unit, I first inspected to see if there's any abnormal fluid residue. When I notice any visible residue which could be blood stain or other body fluid, I always put on some disposable gloves and cleaned the device thoroughly with proper disinfectant. When handling the soiled wipes or used consumables, I put all items into a bio-hazard bag or bucket and sealed them properly.</p>
<p>Prepare, maintain, interpret, and communicate data effectively. <i>(General competency sample: Geoscience - indicator 1.03)</i></p>	<p>At the core lab, I have been logging core holes for one of our open pit mines. I'm responsible for ensuring the core is in the correct order, depth correcting it, assigning members, creating sample intervals and characterizing it further for both sonic and resource wells. I use well logs, visual indicators and assistance from the Lab Supervisor to "log" the core which is then used in our Geological Model for future expansion of our mines. This is logged into Digitcore and then imported into Acquire and furthermore into Petrel for use by fellow Geologists. Through these skills, it allows me the ability to understand as well as communicate about the Geology and characteristics of the <i>(location name)</i> formations within them.</p>

Sample

<p>Obtain test results from technical reports. <i>(Civil competency sample - indicator 1.04)</i></p>	<p>During my time working on a bridge project at <i>(street name)</i> over <i>(location name)</i> in the fall of <i>(year)</i> it was part of my scope of work to review technical reports such as concrete test reports, reinforcement mill certifications, C.S.L test results. Reports would later be used to assess whether or not the contractor would receive payment for said product in the following progress estimate.</p>
<p>Assess the condition of air, hydrogeology, hydrology, aquatic or terrestrial systems. <i>(Environmental competency sample - indicator 1.04)</i></p>	<p>Compliance with the AEP land application guidelines involves an evaluation of risk to aquatic and terrestrial systems or environmental receptors. In terms of hydrogeology, hydrology and aquatic systems I map watercourses and water wells in the fields (and in close proximity) where we apply biosolids so that any potential contaminants are kept from impacting these receptors. For certain clients, soil samples are collected "pre" and "post" application which I evaluate against Alberta Tier 1 criteria for any impacts to terrestrial systems once application is complete.</p>
<p>Perform quantitative and qualitative analyses and tests using laboratory procedures and/or field procedures appropriate to the discipline. <i>(General competency sample: Materials - indicator 1.05)</i></p>	<p>I perform quantitative and qualitative analyses daily. I test quantitative variables such as material hardness, wear resistance and impact toughness while following ASTM test standards. I investigate the quality of metal microstructures, assessing casting material quality, heat treatment and welding overlay on wear-resistant ground-engaging products.</p>
<p>Prepare chemical solutions for analysis (e.g., 15% HCl). <i>(Chemical competency sample - indicator 1.05)</i></p>	<p>I performed the tests on a Total Organic Carbon (TOC) analyzer (e.g., to characterize the released water from treated soil and/or FFTs). I prepared a 25% phosphoric acid solution in a fume hood. With about 150 mL pure water in a 250mL volumetric flask, I slowly added 50mL of commercially available 85 % phosphoric acid. Finally, I brought the total volume to the mark with water. Since the specific gravity of 85 % phosphoric acid is about 1.7, five times dilution in volume results in a concentration of phosphoric acid of 25% (weight%).</p>
<p>Compare test results to technical specifications, regulatory requirements, industry standards, local codes, and requirements of internal and external clients. <i>(Electronics competency sample - indicator 1.06)</i></p>	<p>During projects or assigned tasks, I identify non-compliance in test data gathered by comparing results with the technical specifications and regulatory requirements set by my supervisor or project stakeholders. Test data is typically collected from circuit validation, testing corrective actions, or troubleshooting functionality. I document the compliance in a report outlining the criteria that the test data is compared against, which is reviewed by my supervisor and project stakeholders. An example of this was during the <i>(project name)</i> where I conducted functional testing of a battery switch board against acceptance criteria established in the technical requirements; I collected test data to verify compliance with the requirements set by project stakeholders such as current draw, heat dissipation, switching speed, and behaviour during fault conditions.</p>

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<p>Identify the quantity of required materials. <i>(EDDT competency sample - indicator 1.07)</i></p>	<p>To decide on the materials to be used. I made a sheet in revit base on the objects and other parameters. Calculate the numbers on which the material is to be used. Which depends on the material I am calculating (eg. number of sprinklers in room). Export the linked excel to the engineers, it would be updated when the model updated.</p>
<p>Review the suitability of welding processes for applicable materials to be welded. <i>(Welding competency sample - indicator 1.07)</i></p>	<p>It is being done when we came across Aluminum welding of IPBD ducts which are being used for carrying current from generator to transformer. It was observed that when we are performing welding with GWAM and getting lots of surface defects and getting failed in X- rays and current always flow on the top of the surface so it should be free from every defect. Analysis: Wind flow is too much in the transformer yard as it is open. Remedies: It has been analyzed and the Welding process has been changed to GTAW for getting smooth and better weld. After establishing WPS it has been approved to use.</p>
<p>Interpret imagery (e.g., aerial, ground, and satellite photos). <i>(Survey and Geomatics competency sample - indicator 1.08)</i></p>	<p>Often when completing drone surveys of a pit we check to the surfaces or linework created previously by either GPS or total station. It is often a check to see any distortion in the flight or features that may have either improperly surveyed or unsafe to complete due to the proximity of the crests of the 12 meter benches. Month end has evolved tremendously over the years and often drone surfaces are compared to previous months drone surfaces for what volume has been moved out of the pit and then compared to the fleet management system that records the tonnage hauled for reconciliation and remediation. That's why time and date stamping and properly storing the files in specific databases and folders on a common drive is so important.</p>
<p>Analyze test data in relation to technical requirements. <i>(Petroleum competency sample - indicator 1.10)</i></p>	<p>After testing a new packer system for our client, <i>(client name)</i> , I needed to review the testing charts and data to ensure we met client requirements of a successful element pressure test of 3,000 psi.</p>
<p>Take field measurements of existing buildings. <i>(Architectural competency sample - indicator 1.10)</i></p>	<p>We had a small renovation to split a large records storage archive into multiple storage rooms. I had to take measurements of the existing layout of the room including door and window placement, built-out column locations, and furniture. Once the project was finished construction, I took as-built measurements of the existing room. When I worked on other projects doing building additions or space renovations I took field measurements of wall locations, equipment locations, and wall/ floor openings for existing doors/ hatches/ windows to be replaced or infilled.</p>
<p>Identify different types of instrumentation and their purpose. <i>(Chemical Engineering competency sample - indicator 1.10)</i></p>	<p>When training new control center operators, it is necessary to review the pipeline stations and train them on the instrumentation and the purposes of the instrumentation. This review is part of their operator sign offs.</p>

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<p>Create accurate and complete written documentation (e.g., a job hazard analysis report and site report). <i>(Construction competency sample - indicator 1.11)</i></p>	<p>My main role at <i>(company name)</i> is to ensure that property condition assessments to clients are as accurate as possible and to minimize any potential liability to the company. The reports are written in general conformance to ASTM 2018-15 and as a senior reviewer, I carefully review all the documentation provided (i.e. photos, reports/drawings provided by the client as well as the field notes and written report provided by the assessor) to ensure that all the information makes sense. I would also spend time to question some items in the report and provide feedback/training as required with the author to ensure that we're on the same page with the contents of the report.</p>
<p>Identify power system configurations and voltage levels. <i>(Electrical competency sample - indicator 1.13)</i></p>	<p>My <i>(company name)</i> received 11kv from <i>(company name)</i> and 11 kv convert to 600v through stepdown transformer energized 600v main distribution panel (MDP). In MDP panel feed to motor, heater circuit and feed to MCC. MDP panel feed to 600v to 400v for MCC and 600 v to 220v through step down transformer.</p>
<p>Compare data results to project requirements, industry standards, and local codes. <i>(Mechanical competency sample - indicator 1.14)</i></p>	<p>With my proposed work scope of Automatic lubrication system installation, the customer was fully satisfied and approved the work scope. General workmanship and quality standards were maintained, and OEM recommendations were followed, without interrupting any of the equipment systems.</p>
<p>Compile data using appropriate software management techniques. <i>(Civil competency sample - indicator 1.15)</i></p>	<p>On all projects I am apart of, I collect and analyze data from surveys and field books and input that information into programs such as Excel and Microsoft Word. I then organize the data and submit it to the drobox sharing platform for other employees to look over and submit to the appropriate involved parties.</p>
<p>Read geographical coordinates and legal descriptions. <i>(EDDT competency sample - indicator 1.15)</i></p>	<p>I frequently have to use LSD locations to find where we are completing our work. I use this most frequently when I'm creating a pipeline gathering system map. These maps show all of the pipelines within a given area that belong to the client. These maps tend to extend over many townships and ranges for the bigger systems. I then use the location data to determine roads and urban areas so our technicians can find their way to specific locations using our maps.</p>
<p>Explain the structure and operation of a safety instrument system (SIS). <i>(Instrumentation competency sample - indicator 1.18)</i></p>	<p>The plants where our engine and compressor panels are installed will also have SIS systems installed. Our Panel in this case will be the basic process control system, and then there will be a separate safety instrument system. The SIS system's purpose is to be a combination of software and hardware that serves to be a safeguard to shut down a plant when a hazardous condition is detected. The SIS system will have all its own sensors controllers and control elements, just solely for the purpose of protecting the plant in a dangerous condition. One example of a sis system element would be a temperature sensor, controller and actuator that shuts off a heating valve if the process temperature is getting dangerously high.</p>
<p>2. Technical Design Competency</p>	

Sample

Describe a situation or activity in which you participated in the implementation and/or maintenance of discipline-specific activities in accordance with industry standards, regulations and codes.	
Indicator	Competency Logbook Entry Examples
Operate general laboratory equipment and instruments to perform chemical analysis and synthesis. <i>(Chemical competency sample - indicator 2.01)</i>	I performed flocculation on FFTs using jar testers (for small scale) and overhead mixers (for larger scale) to separate the aqueous phase from the slurries. I characterized the elemental compositions in the released water using IC and ICP-OES. Besides, I also performed naphthenic acid fraction compounds (NAFC) extraction with organic solvents from the released water, followed by FTIR quantification analysis. By utilizing multiple instruments/ equipment, I gained complementary information about FFTs physical and chemical compositions.
Use resources effectively to complete tasks. <i>(Civil competency sample - indicator 2.01)</i>	On my current project at <i>(location name)</i> , it is crucial to set up survey equipment efficiently and effectively to complete surveys quickly and not affect schedule or other work going on. I need to be vigilant when surveying on site as there are many obstacles, as well as lots of machinery that can get in the way of my surveys. During winter months it is especially important to get my surveys done as soon as possible as hoarding and heating tarps will cover up almost all points requiring surveys.
Interpret circuit schematics and drawings of electronic components and systems. <i>(Electronics competency sample - indicator 2.01)</i>	As part of an engineering design team, tasks of mine include interpreting and analyzing circuits to understand technical specifications such as output or input voltage, maximum rated current, communication interfaces, or pinouts of connectors. System level schematics and drawings are additional resources that I utilize to understand how new circuits or changes to existing circuits will affect subsystems. An example of this was during the <i>(project name)</i> project where I interpreted and analyzed a Battery Management System (BMS) used to balance lithium-ion cells in our batteries when charging. I utilized the circuit schematics to understand how the circuitry behaves under both ideal, and fault conditions. I performed calculations of expected voltages after studying datasheets of the electrical components. Expected behaviour of the circuit was documented and verified in the lab I collected test data that was later reviewed and accepted by my supervisor and engineering team.
Carry out procedures in accordance with industry specific standards, regulations, and codes. <i>(Environmental competency sample - indicator 2.01)</i>	I have developed and implemented a variety of Standard Operating Procedures relating to the sampling compliance and procedures. I have developed SOP's for prohibited hazardous waste, transfer station source control sampling procedures, sampling procedures using automated systems. All of the SOP's and procedures were developed to align with CCME guidelines for sampling procedures and industry best practices for sampling techniques. Furthermore, all procedures developed are aligned with other regulations and guidelines such as Alberta OH &S safety regulations and industry guidelines (ex. H2S air monitoring, adherence to confined space regulations).

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<p>Carry out procedures in accordance with industry specific standards, regulations, and codes. <i>(General competency sample: Information - indicator 2.01)</i></p>	<p>I must ensure that alarms are meeting the criteria outlined in the standard, such as ensuring each alarm has a clear action and consequence, has a properly assigned priority, and is designed according to best practices. When bringing new alarms into the SCADA system, which I often do as the drainage system expands, I need to follow a standard ensuring that each alarm meets our criteria.</p>
<p>Perform and interpret procedures common to the discipline. <i>(General competency sample: Materials - indicator 2.02)</i></p>	<p>I conduct materials testing using set international testing procedures and industry-specific investigation methodologies. Standards that are regularly applicable are ASTM E415, ASTM E18, ASTM G65 and ASTM E23. International standards are regularly referenced and thoroughly evaluated against <i>(company name)</i>'s internal lab processes to ensure compliance on a yearly verification cycle.</p>
<p>Awareness of manufacturing processes and evaluation of various base material product forms as related to weldability and service requirements. <i>(Welding competency sample - indicator 2.02)</i></p>	<p>In selection of the pipe mill producing the pipe for a pipeline project evaluations were completed of the billets used for coil forming and the coils to ensure the pipe being produced met the project requirements for weldability and service requirements. To ensure maximum WPS range pipe joints with the highest CE values were selected for project specific WPS development.</p>
<p>Apply basic principles of science and engineering to discipline-specific processes. <i>(General competency sample: Geoscience - indicator 2.03)</i></p>	<p>This is regarding a situation on a plant site in <i>(location name)</i> where a pipeline carrying isooctane ruptured on site and we were retained to assist with the cleanup and investigation of the extent of contamination. Due to my familiarity with the site, my input was crucial in coming up with a sampling program to determine the initial extent of the contaminated area. I strategically sampled soil in the surrounding area while referencing the topography of the site as well as the groundwater flow direction and what type of soil was on site from previous drilling investigations, as well as sampling the groundwater well network already present on the site. I was involved in all of the following work that occurred and continued to collect samples and provide assistance with the reporting.</p>
<p>Select processes that maintain and preserve environmental samples. <i>(Environmental competency sample - indicator 2.05)</i></p>	<p>As environmental advisor at <i>(company name)</i> for <i>(number of years)</i> , I took auger/excavator soil and groundwater well samples while ensuring no cross-contamination occurred (used clean: gloves; equipment; containers) and wearing appropriate personal protective equipment (PPE); took sample volumes as required by laboratory instructions; stored samples in containers as per laboratory provided methods (e.g., for soil: 120 mL glass jars firmly packed, filled tightly to capacity, fitted with screw down Teflon-lined lids) with preservatives properly added as needed; clearly labeled each container and documented their sampling locations; stored samples in insulated coolers with ice packs during timely transportation to laboratories to maintain and preserve samples along with completed Chain-of-Custody documentation detailing e.g., the type of contaminants each sample was to be analyzed for.</p>

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<p>Recognize problems that require troubleshooting and corrective action. <i>(Petroleum competency sample - indicator 2.05)</i></p>	<p>Recently during receiving a new service tool in our facility we were disassembling the tool to clean and prepare for redress. During the reassembly we found that it would be hard to assemble the tool as designed. It was decided that the tool should be assembled with less springs installed than what was supplied from manufacturing. Drawings were reviewed, engineering was consulted and the tools were assembled with a modification to their original design. This allowed the tool to be assembled and still function within required parameters.</p>
<p>Maintain drawings, including dimensions, coordinates, and manipulation of objects for colour, visibility, and presentation. <i>(EDDT competency sample - indicator 2.05)</i></p>	<p>This past year I updated our drawing standards. A large focus was updating our ctb files so we are able to turn our colored objects to black as some of our clients would prefer not to have any colored linework on their drawings. Another area I updated was to include a section about properly scaling plot plans to ensure that the drawings were legible when plotted. Two years ago during that update of our standards manual I also went through the process of creating imperial titleblocks and symbols as quite a few of our clients were from the US and preferred them to metric. With this switch I had to update all our annotations, units, etc.</p>
<p>Interpret simple ladder logic PLC programs. <i>(Electrical competency sample - indicator 2.06)</i></p>	<p>As someone who has received CCP146, and CCP151 training from <i>(company name)</i>, I enjoy interpreting PLC programs. My specific occasion that I received a call out for was one of our offsite pump station's had "phantom ESD'ed". Upon investigation, it was found that the program's high level is triggered by a level transmitter on our condensate drain tank, the offsite enters on ESD state until the condition is cleared. There was no high level warning alarm associated with this level transmitter. A recommendation was submitted to have one added.</p>
<p>Assist in or perform commissioning and start-up of process equipment. <i>(Chemical Engineering competency sample - indicator 2.06)</i></p>	<p>Pipeline start ups are a regular occurrence. They can occur after shut down due to an emergency, maintenance or a pre-planned job. Station, valve or tank commissioning can happen after a prolonged shutdown for replacement (ei valves, pumps, tank maintenance). I have performed numerous pipeline and station start ups as well as several tank, valve and station commissions.</p>
<p>Install electrical infrastructure, electrical control systems, industrial automation systems, and electrical equipment. <i>(Electrical competency sample - indicator 2.08)</i></p>	<p>I have installed, programmed and commissioned <i>(company name)</i> electrics line of motor controllers called TeSys LTMR. Installed GE multilins, and programmed with the guidance of an electrical engineer, installed PLC's and respective cards/modules, installed new cubicles into MCC's, power supplies and much more.</p>
<p>Implement proper sequencing of construction materials for intended use. <i>(Construction competency sample - indicator 2.08)</i></p>	<p>During <i>(month and year)</i> on a maintenance yard upgrade project I was responsible for ordering material for the placement of a concrete pad. When ordering this material I had to ensure that there was proper lay down in the yard available, sub grade work was completed and was compacted prior to the rebar being tied and all rebar followed the engineered drawings prior to concrete being ordered and poured.</p>

Sample

<p>Select proper material for instrumentation in accordance with process conditions and environment (e.g., NACE, ANSI, and ISA). <i>(Instrumentation competency sample - indicator 2.09)</i></p>	<p>Our production wells at site have 'bubble tubing' that carries fuel gas to both provide co-injection with our steam or can be used to measure bottom hole pressure under different circumstances. The line class requires all instrumentation and tubing to be NACE rated for sour service as there is the possibility for process gas/fluid to migrate back into the tubing from the well in the event of a check valve failure. We ensure that the instrumentation needle valves and check valves that are installed on these lines are NACE rated.</p>
<p>Transfer data from the design to the layout in the field using conventional and digital methods. <i>(Survey and Geomatics competency sample - indicator 2.09)</i></p>	<p>During my work on the <i>(project name)</i> project in <i>(location name)</i> , <i>(year)</i> , I was tasked to provide survey support for a natural hazard remediation for the <i>(project name)</i> going across the <i>(river name)</i> . The dirt cover around the pipe was eroded by the river flow thereby exposing the pipe to all sort of flowing debris in the water including hard and sharp objects that could hit and damage the pipes or compromise its integrity. I located the existing pipe, laid out the workspace limit and performed a detail topo survey of the river banks and the river bed as well after the water was isolated. I generated a topo surface with the survey data and with that I was able to provide the "cuts" in relation to the information provided on the design drawings for the amount of dirt that was to be taken out and replace with an Amor Flex matting going over the pipe to remediate the hazard and prevent the future occurrence of this hazard. I then used the same surface file generated from the initial topo survey performed before ground disturbance to provide "fills" information in relation to the information provided on the design drawings during the river bed and river banks restoration. I then completed a final asbuilt survey of the construction and site restoration from which I produced an asbuilt drawing and report that was sent to the client.</p>
<p>Create record (i.e., as-built) drawings for buildings under supervision. <i>(Architectural competency sample - indicator 2.10)</i></p>	<p>Throughout construction I would have to update the architectural CAD files to reflect any design changes, and change orders that occurred since the Issued for construction documents. In Revit I would add a parameter tag to the components so that we could track changes in the model, and also make the updates with annotations on the drawing sheets.</p>
<p>Troubleshoot systems with mechanical and electrical components. <i>(Mechanical competency sample - indicator 2.11)</i></p>	<p>I have troubleshooted blower controls, lift station and reservoir instrumentation. Tracing problems to their sources such as failed relays or a faulty program. During a motor vehicle accident in <i>(month and year)</i> with my Reservoir/Pump house a truck had pulled piping out causing a massive water leak over electrical components. With an electrician I went through the components affected and traced which ones were in need of replacement. I went through the mechanical components such as the natural gas back up engines and prepared a list of damages that were caused by the incident. I found water damaged relays and switches.</p>

Sample

<p>Perform a quality check on data entry. <i>(Petroleum competency sample - indicator 2.14)</i></p>	<p>In working with (<i>company name</i>) as a field technician from (<i>timeframe</i>) I have been required to enter data into our operational software daily regarding mud properties, surveys, casing, BHA's, and pumps. Upon receiving the information I check to make sure it is correct prior to submitting to the software to avoid any errors. This requires double checking all documents received from third party services such as mud reports and BHA's and ensuring they are entered accurately to our system.</p>
<p>3. Technical Evaluation Competency</p>	
<p><i>Describe a situation or activity in which you followed and/or evaluated established processes and procedures to ensure that quality control and quality assurance standards and specifications are being met.</i></p>	
<p>Indicator</p>	<p>Competency Logbook Entry Examples</p>
<p>Identify weld defects and review cause, effect, and corrective actions. <i>(Welding competency sample - indicator 3.01)</i></p>	<p>Situation: During a 600psi hydrotest on all boiler-associated piping after a major outage on a Heat Recovery Hot Water Generator, a leak was found at the roof of the boiler on a 6" cooling water outlet piping. Task: My task was to identify the weld defect, review its cause and effect, and recommend corrective actions to address the issue. Action: I took the following steps to complete the task: 1. Visually inspected the accessible piping to identify leaks, along with another inspector. 2. Located the leak on the butt weld connecting an elbow to a straight section of pipe. 3. Utilized API 571 to determine the likely cause of the leak to be "Pitting Corrosion," which could be due to the chloride content in the cooling water. 4. Recommended a corrective action to cut out the fitting, leaving the weld intact, and assess the internals to confirm my suspicion. 5. Suggested replacing the elbow fitting in kind to fix the issue. Results: By accurately identifying the weld defect, understanding its cause and effect, and recommending appropriate corrective actions, I ensured that the issue would be addressed and the piping system's integrity maintained.</p>
<p>Perform inspections of components of civil projects. <i>(Civil competency sample - indicator 3.01)</i></p>	<p>On every job I participate in I conduct inspections of multiple components, including bearing inspection, deck joint inspection, girder inspection, reinforcement and concrete mix design and materials testing. I also log and submit this information to my supervisor or other parties involved.</p>
<p>Comply with established quality control and quality assurance procedures. <i>(General competency sample: Information - indicator 3.01)</i></p>	<p>In the event of a spill or release of wastewater into the environment, whether due to a storm event or emergency equipment failure, the spill needs to be investigated by the SCADA team by gathering data, alarm records, and analyzing drawings. These actions determine the event time line and volume of spill to facilitate in proper reporting and investigation, in accordance with Alberta Environment guidelines and standards.</p>
<p>Generate and maintain records. <i>(Geoscience competency sample - indicator 3.02)</i></p>	<p>When generating field notes, it's important to have neat writing, and a concise message. I have a dedicated weather-proof field book I use for most projects, where the date and project name & location is located on the top of the page. When the field work has commenced, the field notes are saved electronically into our system under their correct folder locations for ease of access.</p>

Sample

<p>Maintain comprehensive records according to industry standard guidelines and procedures to be used for future service, litigation, accreditation and/or identifying trends. <i>(Biomedical competency sample - indicator 3.02)</i></p>	<p>For my daily maintenance tasks, I always record all work activities, findings, test results in my work orders. In this case, I have added my findings for this OBF and the new electrical safety data onto my work order. If the device was sent out for third party maintenance, I would attach the service report and the purchase order information. I would sometimes include the contact information of the field service tech and clinical specialist for future reference. All data is saved on the asset record on CMMS, and the information could be used for future service, litigation, accreditation and/or identifying trends.</p>
<p>Check the accuracy of one's own calculations. <i>(Architectural competency sample - indicator 3.02)</i></p>	<p>When I was working on the sustainability documentation for our school projects to achieve LEED certification I would have to develop different architectural plans and add calculations for things like number of parking stalls per percentage of full time building occupants, and the percentage of hardscaped and softscape surfaces on the site plan. All of these calculations had to be accurate to ensure we are hitting the right threshold required to achieve compliance for the credits we had targeted achieving. All credits would be audited and could be denied if information was inaccurate when submitting for the building certification.</p> <p>This was also critical to check calculations for all items related to life safety within the Building Code such as: travel distances, required exit widths (stairs, landings, and doors), limiting distances for glazing and the area for allowable unprotected openings, etc.</p>
<p>Generate and maintain records. <i>(General competency sample: Materials - indicator 3.02)</i></p>	<p>Upon completion of repairs, a turnover package is issued for the client. Upon our client's request, it is my responsibility to review the turnover package to ensure it meets the scope of work, and to ensure the work completed meets all code requirements and jurisdictional requirements. Any issues found upon this review are addressed with the client and with the job lead. Turnover packages are maintained in our client's database for future reference.</p>
<p>Conduct site reviews of construction projects. <i>(Construction sample - indicator 3.02)</i></p>	<p>During the summer of <i>(year)</i> while assisting in the material storage facility construction I conducted multiple site reviews of the project with the project manager and superintendent. During these reviews we checked to ensure that the construction was following the engineered drawings, monitored the quality of work being performed and ensure site safety was being followed.</p>
<p>Review materials reports for accuracy (e.g., NDE, NDT, MTR, packing slip, and TDG). <i>(Chemical Engineering competency sample - indicator 3.02)</i></p>	<p>I reviewed safety data sheets to ensure accuracy of product being described and registered with the regulatory body.</p>

Sample

<p>Assist in identifying non-conforming electronic components and systems. <i>(Electronics competency sample - indicator 3.03)</i></p>	<p>On my team at <i>(company name)</i> , I am responsible for identifying non-conforming electronic components that do not meet technical specifications or requirements from project stakeholders or from lessons learned during testing. I identify components such as microcontrollers, MOSFETs, communication ICs, that do not meet voltage, current, speed, or footprint requirements. Once identified, I provide alternatives and develop test plans that verifies conformance with our requirements.</p> <p>An example of this was during the <i>(project name)</i> where I identified a PIC microcontroller that did not conform with our latest firmware development process. I identified that the MCU used an obsolete compiler and required obsolete and unobtainable hardware to flash the firmware. I found a compatible MCU that met the minimum requirements for voltage, power, ADC resolution, and peripherals (such as UART). The alternative MCU was reviewed and accepted by my supervisor and the firmware engineer.</p>
<p>Contribute to the identification of reliability improvements. <i>(Mechanical competency sample - indicator 3.03)</i></p>	<p>For the <i>(project name/year)</i> , I had calculated fixture unit loads to a pump so that the design team can determine if the pump is undersized or oversized for the application. This was also done with the calculation of the pump head pressure and the selection of the flow on the pump head curve. We also determined that the pump would run in parallel, so that if the one pump were to fail, the 2nd pump would become active to take over the additional load, or that the 2nd pump would turn off if the high level float sensor in the sump pit were triggered.</p>
<p>Revise existing drawings using the as-built information. <i>(EDDT competency sample - indicator 3.03)</i></p>	<p>I create as-built drawings based on the field notes and markups provided by our field crew. I take the existing IFC drawings and implement any changes required. I worked on a project where, during installation, one of the anode wells being dug kept sloughing in making the hole unusable. They abandoned the location and added a new hole 5M north of the most northerly anode well. I revised the drawing to reflect the correct as-built location with the revised coordinates for the new hole.</p>
<p>Test and commission electrical systems to verify that they operate as intended. <i>(Electrical competency sample - indicator 3.03)</i></p>	<p>I am commissioning and testing variable frequency drives of six (6)-pulse, pulse-width modulation (PWM) type. Drives 22.4 kW (30 HP) and rated for 690V +/- 15%. I installed 5% iron core reactor (line side). Also commissioning passive filter for 29.8kW (40HP) and 100% load. I connected drive rated (symmetrical) cable between drive and motor terminals; I ensured this cable is correctly installed as per manufacturer's instructions. Also tested and installed that a harmonic the drives the limits set out as per IEEE Standard 519 - 2014 "IEEE Recommended. The above project was completed for <i>(company name)</i> <i>(month and year)</i>.</p>

Sample

<p>Troubleshoot control systems (e.g., PLCs and DCS). <i>(Instrumentation competency sample - indicator 3.04)</i></p>	<p>We installed new SCADA packs on a few remote air-injection wells a couple years ago to replace an obsolete model. The program was the exact same as the old model, but I was unable to get any analog inputs to read above about 18mA. After some troubleshooting I found that the new PLC only provided 12V power to the instruments rather than 24V like the old model, and therefore the loop resistance was too high to reach 20mA. I had to install a 12-24V power converter to power the analog instruments externally, which solved the problem.</p>
<p>Assist in identifying the non-conforming systems and processes. <i>(Mechanical competency sample - indicator 3.04)</i></p>	<p>I have helped identify and update some operations procedures in sampling to achieve a higher level of compliance. Ex. More sampling for a larger set of data, having a more detailed analysis of the distribution system. I continually make improvements on sampling to meet new regulations by (<i>agency</i>). Another example is the (<i>project name</i>), (<i>year</i>). I added a sampling manhole to ensure safety of the operator when taking a sample. By adding the manhole, the operator no longer went to the rivers edge for sampling. Taking the sample out of the river didn't follow sampling guidelines and was unsafe for the operator as no restraints were in place.</p>
<p>Check survey measurements and calculations for quality. <i>(Survey and Geomatics competency sample - indicator 3.05)</i></p>	<p>Before any major control survey, I complete a check and adjust and record the residuals often a report can be produced in a txt file. It will check the level bubble, horizontal and vertical axis precision as well as the auto lock collimation for the robotic instrument to turn to and lock onto prisms precisely. Very much like a peg test for a level the check and adjust will let you know if any of the instrument's major components are out and need to be serviced. A baseline check should be done if needed and a record of the observations checked against the actuals kept on file at the office.</p>
<p>Generate and maintain records (e.g., log books). <i>(Chemical competency sample - indicator 3.06)</i></p>	<p>Daily I generate statistical process control packages that include the chromatographs and concentrations for each component for our reference standards for instruments that have run samples. This task commenced in (<i>month and year</i>). As I work for an accredited lab these records are stored and kept after the samples have been run, analyzed, and approved for seven years. Since the lab must keep these records for seven years it is essential that all records are accurate in the case of these sample results being recalled. When records are maintained properly, I have learned that it is easier when taking part in our yearly in-house audits and our SCC audits every two years.</p>
<p>Cross-reference information in the software with historical data. <i>(Petroleum competency sample - indicator 3.06)</i></p>	<p>I am using SCADA software to get new well tests. Before I am entering new well test I am checking the well test history in PM Suite. If there is any discrepancy from the current and well tests I am re-testing the well for another day to make sure the well test is within acceptable parameters.</p>

<p>Understanding of conceptual site models for inclusion in environmental programs. <i>(Environmental competency sample - indicator 3.09)</i></p>	<p>As an environmental advisor with <i>(company name)</i> for <i>(number of years)</i> , I managed remediation projects of inactive natural gas well/station sites towards regulatory closure while working with internal groups, consultants, labs and the AER. Upon completion of contractor remediation and for risk managing contamination, consultants issued draft technical reports to me including e.g., Conceptual Site Models (CSMs) showing exposure pathways and how to control these which I reviewed and discussed with the consultants. I submitted final versions of these reports (as well as reclamation reports) to the AER as per set timelines or with Reclamation Certificate applications for site closure and also met with AER representatives to review the work completed and discuss the next steps.</p>
<p>Carry out quality control and quality assurance testing on soils, concrete, asphalt, and other materials. <i>(Civil competency sample - indicator 3.11)</i></p>	<p>On all jobs I am on I oversee all testing of concrete and asphalt, as well as documenting all the testing I am required to know all testing procedures and be capable of interpreting data as it is collected. Such as knowing the correlation between unit weight and air in concrete mixes as well as being able to tell when the peak density of asphalt has been achieved.</p>

4. Project Coordination

Describe a situation or activity in which you assisted with the management of the project to ensure high quality of deliverables, client satisfaction, and adherence to schedules and budgets.

Indicator	Competency Logbook Entry Examples
<p>Quantify the work that is completed to-date. <i>(Electrical competency sample - indicator 4.01)</i></p>	<p>Overall project of switchgear commissioning has been broken down to many sub-tasks/activities such as civil works, flooring matching, cable entries, gland plates, cable cellar room, cable tray & supports, control room, HVAC, lighting design and installation, battery room, UPS room, earthing design and installation, main switchgear erection/installation and commissioning. To match the required time schedule to match the switchgear commissioning task on time to match overall new plant installation project. Prepared the progress curve of plan verses actual work. All the tasks are categorized and given weight base on their complexity. Critical path also identified and track to avoid any delay in overall schedule.</p>
<p>Prioritize own work activities to ensure that project objectives are met on time and on budget. <i>(Electronics competency sample - Indicator 4.01)</i></p>	<p>The engineering team that I am part of works on multiple multi-year long projects at a time, and I am responsible for ensuring my own work activities and project objectives are met on time and within budget. I track my tasks and priorities with our internal Kanban board, along with providing verbal and written updates to project managers on a timely basis. Additionally, I provide updates to my supervisor and team in our weekly meeting where progress or problems are discussed.</p> <p>An example of this was during the <i>(project name)</i> where I had to prioritize the design work I was tasked with while still completing my regular duties. I balanced the design work along with other duties such as operational support, design work on other projects, and various admin tasks. If I was assigned a task that conflicted with my current task, I raised it to my supervisor so an action plan to complete both on time could be discussed.</p>

Sample

<p>Use resources in a cost-effective manner. <i>(Information competency sample - indicator 4.02)</i></p>	<p>At <i>(company name)</i> , since I am the only one in charge of IT related work, I have to be very mindful of budget and have had to learn to use what is available for me to complete my tasks. This includes repairing workstations or laptops by taking parts from other non working computers to do the repairs. Due to a limited budget, I have learned to complete my tasks while not spending into the budget, and also when upgrades to workstations, servers or network are required, I research I try to keep costs down while still fulfilling the requirements of the upgrade.</p>
<p>Estimate own task duration and effort required to meet project objectives. <i>(Mechanical competency sample - indicator 4.02)</i></p>	<p>On Monday morning the team get together and assign team member's work load. During the meeting i need to estimate task duration and present in team workload meetings to meet project objectives. Ensure to ask for help from other team members if the assigned work is too much and work together with team members to meet the assigned deadline.</p>
<p>Comply with workplace safety legislation. <i>(Petroleum Competency sample - indicator 4.03)</i></p>	<p>I comply with our workplace safety legislation everyday. My job position requires me to spend time in both the office and shop, back and fourth numerous times each day. Safety glass, steel toe boots, and gloves are required when entering the shop at any time. If I will be doing more hands on / tool assembly then I will also wear coveralls. I also ensure my employees follow the same protocol. More comfortable, less bulky steel toe boots are supplied to staff and are worn everyday to ensure steel toe boots are not forgotten when entering the shop for a quick observation.</p>
<p>Participate with initiatives designed to advance the awareness and compliance of workplace safety. <i>(Biomedical competency sample - indicator 4.03)</i></p>	<p>As part of <i>(project name)</i> and ICU monitor replacement project, I have researched the technical specification (including physical dimensions, weight, electrical requirement) of the new bedside monitors and different mounting accessories. I coordinated with Facilities Maintenance and Engineering (FM&E) and lead engineer to build prototypes and test the load bearing capacity for the new monitoring system. At the end, we ensured all monitors were mounted securely with the appropriate structural support and they were ergonomically accessible to the clinical staff.</p>
<p>Comply with workplace safety legislation. <i>(Chemical competency sample - indicator 4.03)</i></p>	<p>I conduct regular instrument safety walkthroughs biweekly, inspecting general and specified items to ensure the instruments are set up correctly and maintained regularly. Eyewashes, compressed gas cylinders, and electronics are also routinely checked. I send safety inspection reports to supervisors to review and discuss potential risks. I assign the action items and track them in the operations system.</p>
<p>Assist in managing client's expectations. <i>(Architectural sample - indicator 4.04)</i></p>	<p>Working with <i>(company name)</i>, acting as the client/owner representative I need to make sure that all of the stakeholder requirements are documented and captured appropriately within the scope of work. I need to maintain regular communications with our stakeholders, and end users keeping them informed on the design, changes, and progress. At the end of the day these projects are being turned over to the end users and the facility maintenance department to be operated and maintained so it is important to be considerate of that, and manage their expectations throughout the design and implementation of the project.</p>

Sample

<p>Participate in solving technical problems. <i>(Survey and Geomatic competency sample - indicator 4.04)</i></p>	<p>During my work time on the <i>(project name)</i> in <i>(location name)</i> , from <i>(timeframe)</i> , where I worked in the role of a surveyor, and actively participated in resolving technical issues that arose during construction, collaborating with the site forman and engineers. One instance was when I had to pick up additional topographic survey data for a riverbed to be able to create a new surface file to work with on site as the original design file was not conforming to existing field conditions. I established and maintained transparent communication with the client, addressing concerns promptly to ensure satisfaction.</p>
<p>Comply with workplace safety legislation <i>(Instrumentation competency sample - indicator 4.04)</i></p>	<p>Alberta OH&S and our company policies require us to employ adequate fall protection when working at heights above 3m without guardrails. I'm often required to access equipment above this height to install, commission, or troubleshoot it. To comply with the legislation and prevent a potentially injury, I ensure that when working at heights I am either inside of engineered handrails or don fall protection equipment and create a fall protection plan to mitigate the hazards.</p>
<p>Explain the value of workplace safety legislation. <i>(General competency sample: Materials - indicator 4.05)</i></p>	<p>For me, I value working safely, and do to the best of my ability to work safely because I want to be able to get home to my family and do my chores and activities without any health issues or injury. I do this by conducting a workplace hazard assessment, and if I am working in the field, I do field level hazard assessment. Wearing the appropriate PPE for the task, knowing my rights & responsibilities as a worker (right to participate, right to know, right to refuse). safety not only applies to me but to my co workers as well. when I see something that is not right or a co worker performing task that are not safe. I kindly talk to them and explain them the hazard present, and resolve the issue.</p>
<p>Comply with workplace safety legislation. <i>(Chemical Engineering competency sample - indicator 4.05)</i></p>	<p>I am a member of our company's Joint Health and Safety Committee (JHSC) which meets quarterly. I also abide by all workplace safety standards.</p>
<p>Carry out quality work within budget constraints. <i>(Welding competency sample - indicator 4.05)</i></p>	<p>I always try to plan in advance and build some buffer which helps a lot in uncertain condition. When requests are coming at me from all directions—in meetings, through email, and in the hall—it's impossible to plan well, let alone produce high-quality work. I had Implemented a solid request management system and require everyone to use it, with no exceptions. The key to making this work is to choose one system and make it clear that unless a request comes through this channel, your team won't be able to fulfill it.</p> <p>Whenever additional components are added to a project, deadlines and budgets are no longer accurate. This means they will either need to be revisited or the quality of the project will suffer in order to get more done with less than the ideal amount of time and money.</p> <p>Strategic budgeting will make it possible to achieve high quality, but it needs to be done as part of project planning, not as an afterthought. One of the most important things you can do to balance.</p>

Sample

<p>Report changes in own scope of work to the appropriate authorities. <i>(EDDT competency sample - indicator 4.05)</i></p>	<p>When reporting changes of scope of work to clients a face to face meeting usually is the best method. When requesting a change in scope it is good to clearly describe how the change in scope will result in a better final product for their project and a breakdown of the cost associated with the scope change. Likewise when reporting a reduction in scope it is good to simply describe how this will potentially effect the project. I have had to be a part of these discussions on a handful of occasions and it is always important to work together to find a solution that is the most ideal for all parties involved.</p>
<p>Comply with workplace safety legislation. <i>(General competency sample: Geoscience - indicator 4.06)</i></p>	<p>The safety culture that exists at <i>(location)</i> is far greater than any I have yet encountered professionally, and its core values were something that my <i>(year)</i> onboarding with <i>(company name)</i> really sought to emphasize. In accordance with these learnings, I actively comply with workplace safety regulation and never hesitate to ask questions if I am unsure about how a task may affect me or my coworkers. I take it upon myself to lead our morning toolbox meetings and act as a bastion of safety for my coworkers. This mentality not only keeps me safe and allows me to go home intact but secures the safety of every employee working at <i>(company name)</i> , prevents unnecessary destruction to the environment, protects the assets on site and used by myself and others, and strengthens the reputations of both <i>(company name)</i> and our client <i>(client name)</i> .</p>
<p>Monitor, maintain and report schedules, risk, scopes, proposals and project timelines with appropriate stakeholders and timely communication. <i>(Environmental competency sample - indicator 4.07)</i></p>	<p>These activities have been part of my work in the fields of environment for <i>(number of years)</i> and quality for <i>(number of years)</i> . During my career as an environmental advisor with <i>(company name)</i> for <i>(number of years)</i> , I managed several projects e.g.remediation/reclamation projects, which involved properly managing budgets, planning and scheduling work, hiring consultants (bidding process,contracts) and documenting/communicating ongoing activities/results to internal stakeholders (my supervisor/manager, Sr Environmental Advisor, Operations, Land Agents) and external stakeholders (the AER). My Project Management Professional (PMP) designation received in <i>(year)</i>, helped me further improve in this area by implementing PMI project management tools and techniques for developing project charters/plans, defining scope, managing budgets/costs, resources and deliverables, managing requirements and changes, scheduling and tracking activities, risk management, stakeholder engagement and communication management and project reporting.</p>

Sample

<p>Explain the value of workplace safety legislation. <i>(Construction competency sample - indicator 4.07)</i></p>	<p>The value of work place safety legislation goes well beyond a list of rules you have to follow as it affects many portions of a project. This includes the protection of workers on the site, fostering safety compliance and fairness, improving productivity and reducing cost. Throughout the spring to early fall of <i>(year)</i> , I was directly managing the erection and population of a site based office/crew living complex in an active highway maintenance yard. During this time I was responsible for safety of contractors onsite, safe work was achieved by having clear communication to contractors of the safety rules and resulting stop work orders being given when those rules were broken. The rules relayed were that of both the site specific and the rules represented in the occupational health and safety legislation.</p>
<p>Comply with workplace safety legislation. <i>(Construction competency sample - indicator 4.08)</i></p>	<p>Throughout the spring <i>(year)</i> , I was directly managing the erection and population of a site based office/crew living complex in an active highway maintenance yard. During this time I was responsible for ensuring that all contractors complied with <i>(company name)</i> and workplace safety rules and legislation. This was done by relaying safety rules during a project specific safety plan with contractor supervision and performing a site orientation and kick off meeting with all workers present on the site. This allowed all expectation to be set before construction began. It was also achievable by having an active HSE members conduct site visits throughout different scopes on the project and monthly health and safety reports being supplied by the contractors.</p>
<p>Provide technical data and documents to a project manager in a timely manner. <i>(EDDT competency sample - indicator 4.09)</i></p>	<p>When a manager asks me to provide them data or documents I will compare with my previous work experience to estimate how long it will take me to complete a task and tell them how long the task will take. In addition to that I will employ my strategy of breaking down a large task into small milestones that can be completed easily and work towards completing the task in a timeline that the project manager and I had previously agreed on.</p>
<p>Explain the value of workplace safety legislation. <i>(Civil competency sample - indicator 4.11)</i></p>	<p>Workplace safety legislation, in Alberta it would also be known as the Alberta Occupational Health and Safety (OHS) Legislation, is the umbrella covering the Act, regulation and code. The legislation is in place to ensure the safety of the worker by outlining responsibilities of the employer.</p>
<p>5. Professional Accountability Competency</p>	
<p><i>Describe a situation or activity in which you applied professional ethics and identify the social, cultural, or environmental impact of this situation or activity as well as how you accepted professional responsibility for the outcome.</i></p>	
<p>Indicator</p>	<p>Competency Logbook Entry Examples</p>

Sample

<p>Adhere to federal and provincial legislation pertinent to one's practice (e.g. Engineering and Geoscience Professions Act and ASET Regulation). <i>(Instrumentation competency sample - indicator 5.01)</i></p>	<p>Many of our projects require instruments to be tubed into their process connections with stainless steel tubing. It falls under my responsibility to ensure that we are completing hydro-testing of the tubing correctly to meet ABSA requirements. This includes using the correct, calibrated test gauges and manifold, ensuring that we have the MTR's and heat numbers for the tubing and fittings, defining the test boundaries, identifying which lines are being tested, and filling out the AB-83 forms. Our company was subject to an ABSA audit last year, and the auditor was very impressed with our diligence and quality of our documentation.</p>
<p>Adhere to federal and provincial legislation pertinent to one's practice (e.g. Engineering and Geoscience Professions Act and ASET Regulation). <i>(General competency sample: Materials - indicator 5.01)</i></p>	<p>I am required by provincial law, my employers and ASET to follow the Engineering and Geoscience Professions Act to hold the regulated title of CET. I have passed my professional practice examination for ASET assessing my understanding of this act and professional engineering ethics. I have proceeded in my career careful to follow the Engineering and Geoscience Professions Act, and I will continue to do so.</p>
<p>Hold paramount the safety, health and welfare of the public and the protection of the environment. <i>(Civil competency sample - indicator 5.02)</i></p>	<p>With most projects I've been apart of, the relationship between contractor and public has always been present. Whether it be sound pollution or general site conditions that affect the area negatively; the public is always part of my impact assessment. For example, in the spring of <i>(year)</i> we began work on a project at <i>(street name)</i> over the <i>(river name)</i> on the <i>(location name)</i> ring road. The structure was to be a twin structure to the existing structure which has a pedestrian bridge running underneath. Due to the location of the pathway it needed to be re-routed another direction. Also, the fact the sidewalk runs along the east boundary of the site, a chain link fence and permeable mesh were put up to catch debris coming from site activities. Also, loud noise warning signs were put in place during times of loud construction.</p>
<p>Hold paramount the safety, health and welfare of the public and the protection of the environment. <i>(Instrumentation competency sample - indicator 5.02)</i></p>	<p>The <i>(project name)</i> projects I work on not only work to protect the equipment but also to keep people and the environment safe. My top priority on projects is ensuring that the system will operate safely with no room for error. This way I am holding the safety of the public and workers paramount. Many of my projects also aim to reduce carbon emissions (greenhouse gas) and NOx emissions (smog). In this way I am holding the health of people and the environment paramount. I have worked on rich to lean conversion projects where the idea is to reduce emissions from the engine as much as possible.</p>
<p>Accept responsibility for professional assignments only when qualified by training and experience. <i>(Survey and Geomatics competency sample - indicator 5.03)</i></p>	<p>Throughout my career, I have worked diligently with professional engineers on all aspects of my underground mining career and surface. Only making decisions after first checking with team leads and senior engineers on a variety of work from industrial formwork to underground design. In most major engineering changes signatures are needed for a variety of checks and to ensure clarity, record keeping, and proper QA/QC. Luckily i have had some great mentors over the years that questions were easily answered and I avoided grey areas of work that I knew little about and concentrated on what I was taught and trained to do.</p>

Sample

<p>Accept responsibility for professional assignments only when qualified by training and experience. <i>(Chemical Engineering competency sample - indicator 5.03)</i></p>	<p>I have turned down leading a pipeline maintenance project when I did not feel I had enough experience for the specific job to take on responsibility for it.</p>
<p>Provide an opinion on a professional subject only when it is founded upon adequate knowledge and honest conviction. <i>(Information competency sample - indicator 5.04)</i></p>	<p>During the move from our old office to our new office, I made recommendations to separate our guest wifi and company wifi as back in the old office, the office wifi was tied to the network and we would give the password to clients that came in, this made the network insecure as they would be able to access our server data through our wifi. I believed that if we separate the wifi into company and guest wifi, this would protect our company network which my manager agreed and allowed me to proceed with the changes.</p>
<p>Act with integrity towards clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client. <i>(Environmental competency sample - indicator 5.05)</i></p>	<p>Integrity is one of my employer (<i>company name</i>)'s core values and as an employee with (<i>company name</i>) for (<i>number of years</i>), I follow the (<i>company name</i>) core values at all times. This means maintaining confidentiality and avoiding any conflict of interest. Should a conflict with any of these arise, I would immediately disclose this respectfully directly to the person involved and if needed their supervisor as well as my supervisor.</p>
<p>Act with integrity towards clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client. <i>(Biomedical competency sample - indicator 5.05)</i></p>	<p>I am committed to act ethically and uphold professional standards. In compliance with Alberta's Health Information Act (HIA) and the Freedom of Information and Protection of Privacy Act (FOIP) Legislation, I always check and confirm I won't disclose any patient information when sharing the service snapshot and log file with others. I understand all vendor contracts and agreements are confidential. If I received an email in error, I would notify the sender immediately. I would take steps to prevent any personal interest from clashing with professional duties or responsibilities. I would come forward if I see something significant that I think is not in the best interest of public safety.</p>

Sample

<p>Keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates.</p> <p><i>(Welding competency sample - indicator 5.07)</i></p>	<p>Situation: As an inspector working in the oil and gas industry, I strived to enhance my understanding of in-service equipment and contribute to my team's expertise by obtaining the API 510 Pressure Vessel Inspector and the API 570 Piping Inspector Certifications.</p> <p>Task: My objectives were to:</p> <ol style="list-style-type: none"> 1. Study codes consistently throughout the months leading to my exam 2. Complete the API 510 and 570 courses through <i>(company name)</i> 3. Pass the API 510 & 570 Certification exam <p>Action: I set a goal to dedicate time regularly to study the required codes and materials for the exams, and I enrolled in the API 510 and 570 courses offered by <i>(company name)</i>. Throughout my preparation, I actively participated in <i>(company name)</i> class discussions and conversed with my colleagues about work applications of materials present in the 510 and 570 standards. I also shared valuable resources and insights with my associates to encourage their professional development.</p> <p>Results: By dedicating time to studying and completing the <i>(company name)</i> course, I expanded my knowledge in in-service piping and kept up to date with the latest industry standards. Upon taking the API 570 Certification exam, I successfully passed and obtained my certification, which enhanced my proficiency and competence as an inspector. This achievement not only benefited my career but also created opportunities for the professional development of my associates.</p>
<p>Keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates.</p> <p><i>(Chemical competency sample - indicator 5.07)</i></p>	<p>I am always seeking and provided with training and networking to keep my technical knowledge up to date. I'm also exposed to IT, finance, and lab management practices to expand my knowledge and operation level.</p> <p>My supervisor gave me responsive feedback during weekly one-on-one meetings. He also provided potential solutions and opportunities for me to explore. When I investigated PD / training (e.g. lab manager academy), he discussed the value (to me and my team) and approved the training.</p>
<p>Keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates.</p> <p><i>(Electrical competency sample - indicator 5.07)</i></p>	<p>I have always encouraged my colleagues/associates to maintain proficiency, knowledge, skill sets, competency within their professional subject and further continual development. In addition to maintaining both my own proficiency and competence, I endeavor to contribute to advancement of the body of knowledge within my areas of expertise. I actively participate in technical and professional development seminars, continuing education programs and the presentation of papers at professional meetings. I contribute to the dialogue fostered by their professional journals and support instructional activities in their area of involvement. Many times, my colleagues come up with ideas or optimization in current working pipelines and I encourage them to pursue them even if it is unconventional in the company and ask them for a proof of concept (POC).</p>

Sample

<p>Conduct themselves with fairness, honesty, courtesy and good faith toward clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment. <i>(Petroleum competency sample - indicator 5.08)</i></p>	<p>A lot of the work that we do at <i>(company name)</i> for my clients depend on how well the guys in the field perform. When given feed back from the clients, weather good or bad, I ensure that it is passed on in an honest and respectful manner to my colleagues. I often feel that the men and women who work tirelessly in all weather conditions in the field do not get the credit they deserve. I take great joy in passing along praise to these individuals when I receive good feed back for the job they are doing. When work is not done to a certain standard it is also my job to pass this message along to the individuals who performed the work. It is vital I communicate this respectfully, and honestly in order for us to improve as a company.</p>
<p>Conduct themselves with fairness, honesty, courtesy and good faith toward clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment. <i>(Mechanical competency sample - indicator 5.08)</i></p>	<p>For me, I take this point of ethics very seriously. I have a strong faith that credibility and reliability of an employee is very significant for business and relationships with customers to grow. I always try to be courteous whenever my phone rings and some customers need some help, I always try my best to help them.</p>
<p>Conduct themselves with fairness, honesty, courtesy and good faith toward clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment. <i>(EDDT competency sample - indicator 5.08)</i></p>	<p>My opinions or comments on BIM meetings/reports with engineering issues are expressed honestly and only in areas of my competence. It applies equally to reporting or advising on professional matters, and all of them should be based on facts, and numbers and not lie to make things look good, instead report all the issues with reason and then fix the problem initiatively. This requires honesty with myself to present issues fairly, accurately, and with appropriate disclaimers, and to avoid personal, political, and other non-technical biases.</p>
<p>Present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded. <i>(Geoscience competency sample - indicator 5.09)</i></p>	<p>This is regarding a project where the client owns a gas station in <i>(location name)</i> . This occurred in <i>(month and year)</i> . The client is trying to sell their property and they needed to complete some groundwater investigations to do so. I completed their groundwater sampling, and all of their monitoring wells are completed as flush mount wells (the top of the well casing is below ground level and the well protector is flush with the ground) and are all located in high traffic areas on their property. These wells were more than five years old at the time of sampling, and nearly all of the wells had been damaged, and only a few locations were able to be sampled. It was recommended to the client that we should repair the wells so we could get a more accurate representation of the groundwater on their property, otherwise we have gaps in data. This would make the property difficult to sell, given that we do not know the extent of the contamination, and the costs associated with remediation.</p>

<p>Report to the appropriate agencies any hazardous, illegal or unethical professional decisions or practices by other members, or others.</p> <p><i>(Civil competency sample - indicator 5.10)</i></p>	<p>While completing inspections for the construction of a water reservoir in <i>(year)</i> there was an incident where the prime contractor over cleared the trees around the site, past the property boundary. I was responsible in assisting with writing and the timely submittal of a letter to the regulator. This letter served to officially report the incident and circumstances leading to the tree clearing. Following this incident, a restoration and monitoring plan was developed and implemented.</p>
<p>Report to the appropriate agencies any hazardous, illegal or unethical professional decisions or practices by other members, or others.</p> <p><i>(Architectural competency sample - indicator 5.10)</i></p>	<p>I have had to issue an immediate stop work orders on multiple projects either due to unsafe work being performed, or if there was unknown or uncontrolled hazards making the work unsafe for the worker or to the public.</p> <p>I have not had to report any illegal or unethical professional practices.</p>
<p>Promote public knowledge and appreciation of applied science, information and engineering technology and protect the Association from misrepresentation and misunderstanding.</p> <p><i>(Electronics competency sample - indicator 5.11)</i></p>	<p>As a technologist on the <i>(company name)</i> team, I promote public knowledge and appreciation of applied science, information, and engineering technology by staying up to date on trends in electronics engineering and science, as well as collaborating with other professionals to promote the field. Additionally, I protect the Association from misrepresentation and misunderstanding by maintaining professional standards and by addressing misconceptions.</p> <p>An example of this was when I explained the differences between a technologist and engineer when the <i>(company name)</i> manager did not know what a technologist, or ASET was. I explained that I focused on the application of engineering technology, such as design, testing, and implementation. After how I was a member of ASET, I worked with him to develop a career path that would allow me to gain enough experience to apply for my C.E.T and eventually P.Tech.</p>
<p>Promote public knowledge and appreciation of applied science, information and engineering technology and protect the Association from misrepresentation and misunderstanding.</p> <p><i>(Construction competency sample - indicator 5.11)</i></p>	<p>I am so proud to be a Construction graduate and hopefully soon, designated ASET member. I have always recommended the schooling I have completed and that anyone who is qualified, gets their designation through ASET. The company I work for is a big supporter and supported me in completing this application and receiving my CET designation. It will add to my professionalism and proving my qualifications to coworkers, owners and others. I will always be professional, fair, ethical, respectful and responsible in my life, career and as a representative for ASET.</p>
6. Communication Competency	
<i>Describe a situation or activity in which you listened effectively to others and applied the clear and concise use of language and/or media appropriate to the purpose of communication and target audience.</i>	
Indicator	Competency Logbook Entry Examples

Sample

<p>Use active listening skills when communicating with others. <i>(Instrumentation competency sample - indicator 6.01)</i></p>	<p>When communicating via radio with a team member today about a faulty aerial work platform I ensured that I was distraction free and summarized/repeated the issue to the member to ensure that I understood what the problem was so I could call a mechanic to come fix the unit. By paying attention and summarizing I was able to properly articulate the situation to the mechanic who came and fixed the unit.</p>
<p>Listen to seek understanding. <i>(General competency sample: Materials - indicator 6.01.1)</i></p>	<p>When listening with an open mind, I ask questions and engage with my co-workers and paraphrase discussions to ensure no misunderstandings. I listen to learn from others. I try to see ideas from the other person's point of view and seek to find common ground.</p>
<p>Listen to seek understanding. <i>(Environmental competency sample - indicator 6.01.1)</i></p>	<p>When communicating with clients and stakeholders, listening carefully when discussing project requirements and expected deliverables is crucial. At times, following a carefully considered conversation with a client, I have brought up additional potential scope requirements, such as regulatory requirements for a temporary work space for for the proposed project.</p>
<p>Re-state the information to confirm own understanding of what has been said. <i>(Environmental competency sample - indicator 6.01.2)</i></p>	<p>I am often visiting unfamiliar manufacturing businesses to conduct wastewater drainage inspections. During these inspections I work to gain understanding of pretreatment processes such as Dissolved Air Floatation systems. My usual method is to allow the manufacturing business representative to walk me through their entire process from start to finish, physically walking the equipment while being verbally explained functionality. At the end, I then repeat back my notes and understanding to the representative to confirm my understanding is correct. From there I can ask for repetition on any components or sections I did not understand at first.</p>
<p>Clearly communicate expectations to others. <i>(Construction competency sample - indicator 6.02)</i></p>	<p>Throughout the spring to early fall of <i>(year)</i> , I was directly managing the erection and population of a site based office/crew living complex in an active highway maintenance yard. During this time I was required to clearly communicate safety expectations to each contractor performing work on site. I ensured this through creating a project specific safety plan with the supervision of the contractors and having a site orientation and kick off meeting with each contractors workers prior to work commencing on the site operations. This allowed clear communication of all safety rules to all members and provided detailed company expectations to supervision.</p>
<p>Communicate complex information in a language that is easily understood by the general public. <i>(Petroleum competency sample - indicator 6.03)</i></p>	<p>I completed an event analysis, or investigation report, covering an operator error that occurred in <i>(month and year)</i> on a wellsite we were working on in <i>(location name)</i> . When completing these reports, we need to summarize the field operator's job log and events that took place on site for a general audience, and so our sales representative can present the report and findings to the client board that are not all drilling and completion engineers.</p>
<p>Seek input from others on own work or ideas. <i>(Information competency sample - indicator 6.04)</i></p>	<p>During <i>(year)</i> when I was rebuilding <i>(company name)</i>'s website, I always requested feedback from colleagues as I believe that getting constructive feed back is one of the most important things when designing a website. There is no one good way to build a website that is ideal for everyone so having an open mind with lots of feed back and constructive criticism is very important.</p>

Sample

<p>Use data and examples to support own ideas and conclusions. <i>(Biomedical competency sample - indicator 6.05)</i></p>	<p>When I suspected that there was an intermittent communication issue between the CRRT and its TherMax warmer, I ran the system self-test and performed saline test run for days. I cross-checked with a different Thermax and a different CRRT. I compared the results with the manufacturer specifications and confirmed if each test data is within specs. I gathered all the event log, service screenshots, test data and findings to prove to the vendor that there was indeed a communication issue between the CRRT and the thermax.</p>
<p>Respect cross- cultural differences when communicating with others. <i>(Survey and Geomatics competency sample - indicator 6.06)</i></p>	<p>During my work time on the <i>(project name)</i> project in <i>(location name)</i> , from <i>(timeframe)</i> , we had a great team made up of people from diverse cultural backgrounds. I demonstrated cross-cultural respect to the team members by actively listening to input and concerns from team members, respecting their cultural perspectives. I used clear and concise language and tailored my communication to the audience's cultural norms. I acknowledged and valued cross-cultural differences, showing appreciation for diverse viewpoints and practices.</p> <p>I usually adjusted my communication style based on feedback and cultural cues to foster a collaborative and harmonious working environment. This approach facilitated effective communication, bridged cultural gaps, and contributed to successful team work.</p>
<p>Respect cross- cultural differences when communicating with others. <i>(Chemical competency sample - indicator 6.06)</i></p>	<p>The teams I collaborate with on projects have very diverse cultures. Some seek step-by-step guidance, while others prefer general advice with more self- initiative activities. Some prefer to receive the information verbally, while others need written guidance, and time to process. Within their comfort levels of approach, I tried to deliver my information and receive their feedback as clearly and inclusively as possible.</p>
<p>Select communication media (e.g., phone, email, in-person meeting) appropriate to the situation. <i>(Welding competency sample - indicator 6.07)</i></p>	<p>For classes at <i>(institute name)</i> , we can choose how we would like to communicate with students. I choose to communicate via weekly updates on a platform we use called Brightspace D2L which enables me to reach the whole class and update them on weekly class content, upcoming exams, etc.</p>
<p>Select communication media (e.g., phone, email, inperson meeting) appropriate to the situation. <i>(EDDT competency sample - indicator 6.07)</i></p>	<p>I will select communication mediums based off the intensity of the subject and likelihood of it being misunderstood if it is communicated through email only. For example, if I want to say something that requires a more personal touch, like a thank you, I will often chose to say that either face to face or through a phone call so the recipient can hear the tone in my voice. Similarly if there is something very important and there's a need to prove that communication took place, then I will chose to use email, sometimes in addition to a phone call or an in person meeting.</p>

Sample

<p>Select communication media (e.g., phone, email, in-person meeting) appropriate to the situation. <i>(Architectural competency sample - indicator 6.07)</i></p>	<p><i>(development name)</i> is a multi-family development on a 3-storey below grade parkade in <i>(location name)</i> . The duration of my involvement in the project was <i>(timeframe)</i> . Selecting the correct communication type is very important depending on the situation. If it is a pretty straight forward situation that you are wanting a yes or no answer to, e-mail or a Teams Message may suffice. More complex ideas or situations may require a phone call, such as explaining to a client why their budget increased, as this is a very delicate situation, and an e-mail may leave them feeling lost as to what happened.</p>
<p>Use appropriate non-verbal communication. <i>(Civil competency sample - indicator 6.08)</i></p>	<p>I've always been in constant contact with the contractor as well as other employees and government employees using nonverbal communication whether it be text messaging, email or other text-based communication methods. Constant communication is key to a successful project as well as good relationships with all involved.</p>
<p>Present one's ideas to others clearly and using appropriate language. <i>(Electronics competency sample - indicator 6.09)</i></p>	<p>At my job I regularly present my ideas to others clearly by using appropriate language both verbally and in writing. I use programs such as Power Point or Visio to breakdown my ideas and work into manageable levels of detail. I am mindful of my audience and ensure I adapt my level of technical language to best suit my audience. An example of this was when I followed <i>(company name)</i> internal process for career advancement and completed a competency self-assessment. I was able to clearly present my technical expertise and accomplishments in a limited word count that could be assessed by my supervisor and others. In addition to providing my expertise and accomplishments in writing, I verbally presented the content to my supervisor in our weekly 1:1 for feedback on the level of detail and advice on improving clarity.</p>
<p>Record work activities and outcomes (i.e., test data) accurately and at the required level of detail. <i>(Petroleum competency sample - indicator 6.10)</i></p>	<p>Mosaic is a SOX Compliant program, as such when an upgrade potential arises I am required to perform due diligence testing on the new version. I do this by reviewing the release notes of the new versions, tagging items of interest to the reserves process, evaluating performance in the databases, and testing new features that have the potential to be of use as well as common features we would use every day. Once that is complete, I have to submit all of my test plans and results to our Mosaic Governance Committee and gain approval from all areas in the company that use Mosaic. Once verbal approval is given, an adobe sign form is sent to all stakeholders and unanimous consent is required for an upgrade to take place. I then put together an audit package that contains the test plans and results, version variance comparison files, signed approval form, agenda, and meeting minute notes with all outstanding action items resolved and submit it to the internal audit team to remain compliant.</p>

Sample

<p>Record work activities and outcomes (i.e., test data) accurately and at the required level of detail. <i>(Geoscience competency sample - indicator 6.10)</i></p>	<p>Since the beginning of <i>(year)</i> I have been tasked with writing up the <i>(company name)</i> end of-shift instrumentation cross shift notes that are shared with my cross-shift teammates. I use these notes to communicate with my colleagues which instruments were read and need to be prioritized for their shift, any maintenance to the instruments that was performed or planned for their set, any substantial changes to the data collected, and any gaps in data collection during my 14-day set. Access issues, general concerns, inventory details, and anything else the incoming crew may want to know are also captured in these notes as they serve as a record of the activities I oversaw while on site. These notes are also shared with the shift leads at <i>(company name)</i>; an expected level of professionalism is expected to be maintained by myself and my co-workers within these notes as we communicate concerns, ideas, and information between shifts.</p>
<p>Prepare clear and concise technical documents using appropriate language. <i>(Electrical competency sample - indicator 6.11)</i></p>	<p>My technical documents have abbreviations and I provide the definition of abbreviations after the table to contents. I accompany complex definitions with visual aids such as flow diagrams, schematic diagrams, single line diagrams, relay graphs, user data sheet, short circuit calculation report, plot plan, plan elevation and section of large electrical equipment, wiring diagrams. I also mention the target audience of the document.</p>
<p>Prepare clear and concise technical documents using appropriate language. <i>(Mechanical competency sample - indicator 6.11)</i></p>	<p>I prefer to write concise details on my work order, regarding the job I have performed. It helps people in technical support to understand quickly. It also helps the customer as well to understand what service I performed and which parts I replaced or fixed.</p>