

## THIRD PARTY REPORT GUIDELINES / EVIDENCE GATHERING

### Instructions to the Candidate and Supervisor

- You must observe the candidate using only the approved practical assessment documents.
- Sharp5 is required to gather and assess evidence of the candidates
- The Third Party Report should be completed by a supervisor, employer or someone with appropriate working at heights experience who directly observes and comments on the candidate's application and demonstration of the relevant skills and knowledge while performing a range of tasks in the work environment. In this form, such a person is called the 'Supervisor'.
- The Supervisor should not be a relative, close friend or someone who could have a conflict of interest.
- If the Supervisor believes the candidate needs to further develop their skills, please make the appropriate comments on this form.
- Sharp5 may contact the Supervisor (by phone) to clarify the contents of the Third Party Report. Where this is necessary, the Unit of Competency will not be issued until this has occurred.
- Once completed, forward the document to Sharp5 by either:

Email: [admin@sharp5.com.au](mailto:admin@sharp5.com.au)

Post: PO Box 666 Mackay QLD 4740

Important: This step is a mandatory part of the assessment process for this Unit of Competency. Sharp5 will use the information in this report as well as online course and assessment questions (which the candidate has already completed on their own) to assess whether the Candidate is competent for this Unit.

Sharp5 cannot finalise completion of this course nor award the Statement of Attainment until the Third Party Report is received and assessed by a Qualified Assessor. Submitting this form does not guarantee issuance of the Statement of Attainment for this Unit. A Qualified Assessor at Sharp5 will review it to deem competence. Sharp5's Assessor will contact the candidate if further actions or evidence are required to deem competence for the Unit of Competency.

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1	22/02/2022	22/02/2022	Page 1 of 5	GJ

Name of Candidate	
RTO:	Sharp5 Industry Training RTO #40478
Unit(s) of competency	RIIWHS202E Enter & Work in Confined Spaces

Name of Supervisor		
How long have you known the candidate?		
Workplace name and address		
Supervisors job title		
Daytime phone number		
What is your relationship with the candidate?	Employer	
	Manager/Supervisor	
	Colleague	

**INSTRUCTIONS TO SUPERVISOR**

You will need to observe the candidate on at least two different occasions complete entering and working in a confined space tasks. Complete the below checklist by confirming Yes (Y) or No (N) when they are completing the tasks to record that you identified them correctly demonstrating each task to the criteria listed.

N.B. the criteria listed has been expanded and a variety of observable actions, skill and or knowledge have been provided, not all of these will apply to all occasions, so you must only identify those you have observed and or you may add your own if they are not listed here in the section listed 'other'.

You must only record what you have observed and you may circle or write at each criteria if that is necessary to provide an accurate representation of the observed tasks.

You must include a JSA completed by the candidate for each task below, you may use the JSA template provided or your own JSA format if you wish. You must include

Description of task 1						
Location & Date						
Atmospheric readings / Type	O2%	CO PPM	CH4 %	H2S	TIME	
Bump Test						
Pre-Entry Reading #1						
Pre-Entry Reading #2						
Reading during work						
Reading during work						

Description of task 2						
Location & Date						
Atmospheric readings / Type	O2%	CO PPM	CH4 %	H2S	TIME	
Bump Test						
Pre-Entry Reading #1						
Pre-Entry Reading #2						
Reading during work						
Reading during work						

### Third Party Observation

PERFORMANCE EVIDENCE	S / NYS	S / NYS
Evidence is required to be collected that demonstrates a candidate’s competency in this unit. Evidence must be relevant to the roles within this sector’s work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:	Task 1	Task 2
<b><i>Locates and applies relevant documentation, policies and procedures</i></b>		
<ul style="list-style-type: none"> <li>Risk Assessment templates, Permit books, Confined Space Register, Workplace Confined Space Entry Standards / Procedure</li> </ul>		
<b><i>Demonstrates completion of entering and working in confined spaces that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:</i></b>		
Obtain the required entry permit and instructions for performing work in confined space: <ul style="list-style-type: none"> <li>JSA / Permit completed by candidates based on work activity</li> </ul>		
Interpreting and applying workplace procedures: <ul style="list-style-type: none"> <li>JSA / Permit instructions followed and observed during work activity</li> </ul>		
Apply tagging and lock out procedures; <ul style="list-style-type: none"> <li>Student performs isolation and appropriate lock / tagging of space in accordance with permit requirements</li> </ul>		
Selecting, wearing and caring for personal protective equipment; <ul style="list-style-type: none"> <li>Student identifies appropriate PPE as per the JSA and or permit</li> <li>Student observed applying PPE required as per permit</li> </ul>		
Using atmospheric monitoring devices prior to entering the confined space: <ul style="list-style-type: none"> <li>Student conducts and record simulated pre-entry test results as directed by trainer</li> </ul>		
Entering the confined space: <ul style="list-style-type: none"> <li>Student observes permit conditions for scenario provided</li> </ul>		
Working in the confined space: <ul style="list-style-type: none"> <li>Student can identify range of tasks / hazards, equipment and PPE that could be required while working in the simulated space</li> </ul>		
Using atmospheric monitoring devices during the confined space activity: <ul style="list-style-type: none"> <li>Student performs and records a range of atmospheric monitoring in the simulated space, includes breathing or general body, at ground / depth and at ceiling / height</li> </ul>		
Applying safe materials handling methods: <ul style="list-style-type: none"> <li>Student identifies and explains safe material handling relevant to the simulated space and task</li> </ul>		
Exiting the confined space: <ul style="list-style-type: none"> <li>Student follows permit requirements, including</li> <li>removal of tools / equipment,</li> <li>communication with relevant personnel,</li> <li>closing of the confined space, sign off permit</li> </ul>		

Remove tagging and lock out: <ul style="list-style-type: none"> <li>Student removes personnel lock / isolation device as per permit requirements</li> </ul>		
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Acknowledgement of completion of Third Party Report Tasks			
<p>I _____ acknowledge that I have directly and individually observed and questioned _____ on all aspects listed in this third party report.</p> <p>I acknowledge the candidate has been observed by me completing the work safely at heights tasks listed that authentically and accurately represents in context the workplace situation.</p>			
Supervisor's signature		Date	
Candidate's name		Date	
Candidate's signature		Date	
Further comments by supervisor (if applicable)			

FOR SHARP5 OFFICE USE ONLY			
Outcome			
Competent			
Not Yet Competent			
Assessor comments (if applicable)			
Assessor Name			
Assessor Signature		Date	