

# Company

01/08/2016

## Letter of Competency

John Smith commenced employment with COMPANY on the 06/02/2006 and he is currently employed as a Projects Supervisor. John has had over 10 year's experiences in this trade.

In my opinion John is a competent tradesman and supervisor whom we intend to have him inducted at Site in order for him to perform his work activities.

### **Description of work duties and experience:**

- Projects Planning and Supervision
- Supervision of build, commission, service and repair of excavators.
- Supervision of build, commission, service and repair of electric drive dump trucks.

John has undergone the following training in order to perform the required tasks in a more safe and efficient manner:

- Mechanical Apprenticeship
- Drivers Licence
- MDG25
- First Aid and CPR
- Risk Management

John has undertaken all OHS and safety procedures when on boarded to COMPANY this includes: (internal training)

- Work Health and safety fundamentals
- Driver safety
- Induction
- Manual Handling tasks

### **Fitness for work:**

John has undergone a medical assessment prior to employment with Company and has been informed of fatigue management requirements and the drug and alcohol policies.

In my opinion this employee is competent to perform the above tasks in accordance with your company's requirements and statutory obligations and will present themselves at site fit for duties.

Regards,

Operations Manager

Fax