



Competence Professional - Work Experience Record

Surname	First Name
Home Address	
Post code	Mobile
Telephone	e-mail
Candidate Signature	Date
Application No. (To be completed by Sira)	Date received. (To be completed by Sira)

Current Qualifications in support of your application

e.g. Degree, HND, C&G, CompEx. List any relevant technical qualifications and any training courses attended.

Date	Description	Qualification/course

Declaration by person counter-signing this work experience record

Name Company

Relationship to candidate i.e. line manager

Any Ex qualifications e.g. Competence Pro / CompEx ?

I declare that this work record is a true and accurate assessment of the work which the candidate has undertaken. All the work was carried out in a safe and satisfactory manner and met all of the essential requirements of the Standards and other statutory requirements.

Signed Date.....

Note: The person signing the above need not have supervised the work specified, but they need to ensure that the work was supervised by a competent person.



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Information on sites where work was carried out

Candidate Name	
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Example

Company name	<i>Name of your employer or the name of the client organisation requesting the work.</i>
Date of work	<i>Start and finish dates, number of days.</i>
Site at which work carried out	<i>This could be separate locations whilst working for the same employer or it could be different locations on the same site. For example, work carried out on the effluent treatment plant of an oil refinery or a pump room on an offshore platform. Give an indication of the size and extent of the site.</i>
Type of site	<i>Oil, chemical, petrochemical, pharmaceutical, water/waste water, flour mill, sugar refinery, woodworking shop etc.</i>
Nature/type of work undertaken	<i>Hazardous area classification, installation, design, selection, inspection, test, repair, overhaul, maintenance, periodic inspection test and report.</i>
Ex protection techniques used	<i>Flameproof (d), increased safety (e), intrinsic safety (i), encapsulation (m), non-sparking (n), oil immersed (o), pressurised (p), powder filled (q), protection by enclosure (t), pressurisation for dusts (pD)</i>
Zones and/or EPL requirements	<i>E.g. Zone 0, 1 or 2 Zone 20, 21 or 22 EPL Ga, Gb, Gc, Da, Db, Dc.</i>
Standards and Codes of Practice used	<i>Give details of the Standards used for the work, e.g. BS, BS EN, IEC, APEA, LPGA, industry codes.</i>
Your responsibilities for this work	<i>What role did you play in this work? Were you conducting the work yourself? Were you under someone else's supervision? Were you supervising others? If so, how many people were in your team?</i>

Sufficient information should be provided to enable an evaluation to be made of the candidates' work experience. Where sufficient information is not provided the candidate may only be awarded restricted or reduced certification.

Up to 5 additional pages may be provided to enable to candidate to adequately demonstrate their work experience. Work experience will be assessed on the basis of qualifications, experience period, relevance of experience, level of supervision and type of site(s) worked on.



Work Experience Record

up to 5 additional pages may be provided

Candidate Name	
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Site

Company name	
Date of work	
Site at which work carried out	
Type of site	
Nature/type of work undertaken	
Ex protection techniques used	
Zones and/or EPL requirements	
Standards and Codes of Practice used	
Your responsibilities for this work	

Site

Company name	
Date of work	
Site at which work carried out	
Type of site	
Nature/type of work undertaken	
Ex protection techniques used	
Zones and/or EPL requirements	
Standards and Codes of Practice used	
Your responsibilities for this work	