

Appendix 1.0 Sample Letter of Competency

(Company Letter Head)

Qualification Certificate

We herewith certify that:

(Contractor performing the activity Name & Job Title)

Acquired expert knowledge and skills through in-house and external training courses, On the Job Experience and education to execute the following:

(List the activities to be performed).

Constant training, information systems and courses of instruction ensure that the (name the job title eg. Technician) maintain competency.

Signed:

Date:

Print Name:

Print Position