

Appendix 1.0 Sample Letter of Competency

*(Company Letter Head)*

Qualification Certificate

We herewith certify that:

*(Contractor performing the activity Name & Job Title)*

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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