### TSC Category
Quality Management

### TSC Description
Apply technical writing approaches to communicate complex information and enable actions in pursuit of defined project goals

### TSC Proficiency Description

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft technical reports according to established technical writing guidelines</td>
<td>MAR-QUA-2008-1.1</td>
<td>MAR-QUA-3008-1.1</td>
<td>MAR-QUA-4008-1.1</td>
<td>Review technical reports for information accuracy and validity</td>
<td>Develop technical report structures, writing guidelines and standards for the organisation</td>
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### Knowledge

- Principles of technical writing and presentation
- Software and/or tools suited to technical reporting
- Critical elements and structures of technical reports
- Methods of drafting technical reports
- Organisation’s document control procedures and management system processes
- Project documentation requirements

### Abilities

- Collate, interpret and summarise information in report formats according to established standards
- Maintain security and confidentiality of data
- Identify and rectify gaps in required data and information
- Use language and writing styles appropriate to audience, report purposes and objectives
- Use appropriate software to apply design
- Identify documentation requirements for specific projects and clients
- Review reports for factual accuracy, and adherence to specific requirements and procedures
- Verify completeness of technical information in reports
- Clarify technical terminologies
- Verify data accuracy and validity of

- Select appropriate report structures and formats to be implemented for different types of technical activities
- Develop overview of report structure and content to create organisation standards for communicating information
- Develop documentation procedures for formatting, review processes, version
<table>
<thead>
<tr>
<th>elements and visual aids to decipher technical information</th>
<th>recommendations in reports</th>
<th>control, distribution, and filing</th>
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<tbody>
<tr>
<td>• Update documents according to feedback received from client and internal reviews</td>
<td>• Compile final project dossiers</td>
<td>• Conduct management review of documentation processes to ensure compliance with established procedures</td>
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<tr>
<td>• File hardcopies and electronic records as required</td>
<td>• Verify updated documents for completeness of required updates</td>
<td>• Conduct document audits</td>
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<tr>
<td>• Update organisational document management systems</td>
<td>• Participate in document audits</td>
<td>• Establish organisational document management systems</td>
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