OpsPilot

Competency Assessment — User Manual

Observable, Defensible Competence · AI Engineering Co-Pilot

What this guide covers — what a competency assessment framework is, how the OpsPilot module builds one, what to have ready, and the document you receive.

1. What is a competency assessment?

A competency assessment establishes whether a person can actually perform a task safely and correctly — not whether they've sat through training or can answer a quiz. The distinction is everything: knowing the theory of isolating a pump is not the same as competently isolating one. A good framework defines observable performance criteria, matches the assessment method to the consequence of getting it wrong, and uses a rating scale that draws a clear line between competent and not-yet-competent without weasel words.

2. What the OpsPilot module does

Role	Responsibility
🎯 **AI Coach (OpsPilot)**	Builds a rigorous framework — defining observable performance criteria (not just knowledge), selecting the right assessment method per competency, establishing an unambiguous rating scale, and designing a sustainable reassessment schedule.
👷 **HR / Technical Lead (you)**	Know the role, the regulatory requirements, and the consequences of someone performing a task they are not actually competent to perform. You validate the criteria against real job performance.

3. How it works — the process

#	Stage
1	Role and assessment purpose
2	Competency framework — Technical, Safety, Regulatory, Behavioural
3	Observable assessment criteria — behaviour, not knowledge
4	Assessment methods — rigour matched to consequence
5	Rating scale — Not-Yet-Competent / Supervised / Independent / Can Teach
6	Reassessment schedule

#	Stage
7	Word report

4. What you will be asked — have this ready

- The role and why you're assessing competency (regulatory, safety-critical, development).
- The competencies that matter — technical, safety, regulatory, behavioural.
- What “good” looks like in observable terms for each.
- The consequence of incompetence in each area, so the assessment rigour can match it.

5. What you receive — the output

A Competency Assessment Framework document (Word): the competency framework across technical/safety/regulatory/behavioural domains, observable assessment criteria, the assessment method per competency, the rating scale (Not-Yet-Competent / Supervised / Independent / Can Teach) and the reassessment schedule.

6. Worked example (illustrative)

Assessing competence to perform isolations. The weak version tests knowledge — “name the steps of LOTO.” The framework instead defines observable criteria: the person correctly identifies every energy source on a real piece of equipment, applies isolation in the right sequence, proves zero energy, and applies locks and tags correctly — observed, not recited. Because the consequence of getting isolation wrong is a fatality, the assessment method is high-rigour: direct observation of an actual isolation, not a written test. The rating scale is unambiguous — “Independent” means they can do it unsupervised; “Supervised” means not yet. And because skills decay, a reassessment interval is set. That framework defensibly answers “is this person actually competent to isolate?” — which a training certificate never does.

7. Getting the best result

- **Assess performance, not knowledge.** Can they do it, observed — not can they describe it.
- **Match rigour to consequence.** A safety-critical task warrants direct observation, not a quiz.
- **Make the rating unambiguous.** “Independent vs Supervised” beats “mostly competent.”
- **Reassess on a schedule.** Competence decays — a one-off sign-off isn't forever.