Publish Date

BIM COMPETENCY ASSESSMENT PROCESS

Company Name

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| 8068-ORG-XX-XX-SP-X-5331 |

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| --- | --- |
| Project Information | |
| Lead Appointed Party Name | Lead Appointed Party Name |
| Company Name | Company Name |
| Company Address | Company Address |
| Originator Code | ORG |
| Client Name | Client Name |

|  |  |
| --- | --- |
| Project Details | |
| Project Name | Project Name |
| Project Address | Project Address |
| Project Number | Project Number |
| Project Value | Project Value |
| Document Reference | 8068-ORG-XX-XX-SP-X-5331 |

|  |  |
| --- | --- |
| Document Status | |
| Status | Status |
| Suitability | Suitability |
| Publish Date | Publish Date |

Document Issue

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revision | Date | Author | Checked | Approved | Revision Comments |
| *01* | *12/05/2024* | *J. Smith* | *M. Brown* | *T. Johnson* | *Initial draft completed.* |
|  |  |  |  |  |  |
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**Document Location:**

Template Usage Instructions

Getting Started

**Update Cover Logo:** Right-click the large logo on the cover and select 'Change Picture' to replace it.

**Second Page Logo:** Similarly, right-click the logo on the second page and choose 'Change Picture' to update it.

Entering Data

**Form Fields:** The form fields are bordered in blue for easy identification. Start by entering data in the form fields on the second page; the Company Name and Client Name will propagate automatically across the document.

**Document Issue Table:** Update this table on the second page to reflect the current document issue details. (The Document Location will update automatically.)

Editing Document

**Continued Data Entry:** Proceed with entering data in the remaining form fields throughout the document.

**Content Modification:** Adjust the remaining content of the document as necessary.

Finalizing the Document

**Updating References:** Refresh the Table of Contents, table captions, figure captions, and Document Location by pressing CTRL+A then F9.

**Clean-Up:** Remove this instruction text box by deleting it.

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# Competency Workflow

