

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM (OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : Muhammad Akmal Faiz Bin Muhamad Razif

Designation : Design Engineer Protégé Date Join : 16/10/2023

Employee no.: SL1M265 Department : DTS

*Write number at appropriate column

| | | *Rating | | | |
|------------------|-----------------------------|----------------|--------------|------|-----------|
| | | Unsatisfactory | Satisfactory | Good | Very Good |
| No | Rating Factor | 1 | 2 | 3 | 4 |
| 1 | Attendance & Punctuality | | | | 4 |
| 2 | Job knowledge | | | 3 | |
| 3 | Company Procedure | | | 3 | |
| 4 | Planning & Organizing | | | 3 | |
| 5 | Interpersonal Relations | | | 3 | |
| 6 | Judgement | | | 3 | |
| 7 | Communications | | | 3 | |
| 8 | Quality of work | | | 3 | |
| 9 | Initiative/Creativity | | | | 4 |
| 10 | Managing of Resources | | 2 | | |
| 11 | Leadership Qualities | | | | 4 |
| 12 | Safety & Security Awareness | | | | 4 |
| Sub Total | | 0 | 2 | 21 | 16 |

Total score

81%

Note: Minimum score for confirmation/ extension/ conversion shall be 60%

Recommendation. Please tick (✓) where applicable:

To be Confirmed

To Extend Probation for Further ____ (months/years)

To Extend Contract for ____ (months/years)

To Convert Permanent Employment

To Terminate Employment

Others

| |
|---|
| |
| |
| ✓ |
| |
| |

Appraiser's Signature :

Nizam Nazar
Nizam NAZAR
 Head of Design Organisation

Concurred by
Head of

Nizam Nazar
Ir Nizam NAZAR
 Head of Design Organisation

Name:

CAAM Part 21 Subpart J DOA/2020/01
Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)

Name:

CAAM Part 21 Subpart J DOA/2020/01
Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)

Designation:

30/8/24

Designation:

30/8/24

Date :

Date :