

Note: This job competency assessment form shall be used in accordance with GAM-MOE and/or the related Calibration Manual. This checklist provides guidelines on area to be assessed by the QAM and/or his/her delegates. Assessor may use this guide but not exhaustive and to tick (circle (O)) in the **Competency Level** column. Assessment shall be kept by Quality Assurance Department.

Date of Assessment :

Name :

Staff No. :

Signature : _____

Department :

Date Joined :

Methodology Applied :

ITEM	DESCRIPTION OF AREA	REMARKS
QUALIFICATION		
1	SPM or equivalent in science or technical stream with at least 8 years of working experience, or	
2	STPM or Diploma in science or equivalent discipline with at least 3 years working experience, or	
3	Degree holder in science or equivalent discipline with at least 6 months working experience	
4	Working at least 3 months in the GAM Calibration laboratory and knowledgeable of its management system	
5	Attended ISO/IEC 17025 training	
6	Attended relevant training for methodology applied	
7	Valid Certificate of Competency for the methodology applied	
8	Valid Human Factor training	
9	Valid SMS training	

ITEM	DESCRIPTION OF AREA	COMPETENCY LEVEL
AREA 1 - GENERAL		
1	Knowledge of applicable officially recognized standards	1 2 3 4 5
3	Knowledge of human factors, human performance and limitations	1 2 3 4 5
4	Knowledge of organization capabilities, privileges and limitations	1 2 3 4 5
5	Knowledge of relevant parts of the MOE & Calibration Manual	1 2 3 4 5
6	Knowledge of non-conformance reporting systems (mandatory and internal) and understanding of the importance of reporting, incorrect maintenance data and existing or potential defects	1 2 3 4 5
7	Knowledge of safety risks linked to the working environment	1 2 3 4 5
8	Knowledge of Safety Management Systems and Just Culture	1 2 3 4 5
9	Understanding of professional integrity, behavior and attitude towards safety	1 2 3 4 5
10	Understanding of his/her own human performance and limitations	1 2 3 4 5
11	Understanding of personnel authorizations and limitations	1 2 3 4 5

INDICATOR

1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
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12	Ability to consider human performance and limitations.	1	2	3	4	5
13	Ability to identify and rectify existing and potential unsafe conditions	1	2	3	4	5
14	Ability to priorities tasks and report discrepancies	1	2	3	4	5
15	Ability to process the work requested by the client	1	2	3	4	5
16	Ability to promote the safety and quality policy	1	2	3	4	5
17	Ability to properly process removed, uninstalled and rejected parts	1	2	3	4	5
18	Ability to use, control and be familiar with required tooling and/or equipment	1	2	3	4	5
19	Adequate communication and literacy skills	1	2	3	4	5
21	Teamwork, decision-making and leadership skills	1	2	3	4	5
22	Ability to encourage a positive safety culture and apply a just culture	1	2	3	4	5

AREA 2 – TECHNICAL KNOWLEDGE

1	Pressure measurement and uncertainty calculations	1	2	3	4	5
2	Torque measurement and uncertainty calculations	1	2	3	4	5
3	Dimensional measurement and uncertainty calculation	1	2	3	4	5
4	Able to analyses and properly execute technical instructions.	1	2	3	4	5

AREA 3 – SKILLS AND EXPERIENCES

1	Manage receipt and handling of equipment and accessories	1	2	3	4	5
2	Able to discuss activities about all sections with correct and clear communication.	1	2	3	4	5
3	Able to follow superior instructions and work independently.	1	2	3	4	5
4	Able to work as part of team and able to contribute positively.	1	2	3	4	5
5	Displays a commitment resulting in good work and achieved targets.	1	2	3	4	5
6	Able to monitor his own personal qualities in the work.	1	2	3	4	5
7	Uses work time efficient demonstrates effective time management.	1	2	3	4	5
8	Responds to customer needs.	1	2	3	4	5
9	Housekeeping, access control and environment condition management	1	2	3	4	5
10	Manage packaging and return shipment.	1	2	3	4	5
11	Ability to perform document control	1	2	3	4	5
12	Ability to perform equipment maintenance, its intermediate checking and understanding of traceability requirement	1	2	3	4	5
13	Ability to compile & control workflow checklist, understanding CAL & GNR documents	1	2	3	4	5

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ASSESSOR COMMENTS UPON COMPLETION OF ASSESSMENT

(Assessor's comment to personnel's competency to position/ approval being applied for)

ASSESSMENT CARRIED OUT BY

Name:	Signature:	Date

INDICATOR

1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
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Instruction to fill up the form

1. Date of Assessment – date assessment carried out
2. Details of personnel
 - a. Name – Personnel name
 - b. Staff no – Personnel GAM staff no
 - c. Department - Department where staff work
 - d. Date Joined - Date of staff joined GAM
 - e. Methodology Applied - Methodology applied for
 - f. Signature - Staff signature

Qualification

1. Verify the qualification of the applicant

Area 1, 2 & 3

1. Competency Level – Fill up the competency level based on the description of area assessed

Assessor comments upon completion of assessment

1. Assessor comments on the applicant assessment result

Assessment carried out by

1. Assessor name, signature and date of assessment

INDICATOR

1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
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