

**PERFORMANCE REVIEW FORM**

REVIEW PERIOD: May 2023 - December 2023

- Confirmation Review
- Contract Renewal Review
- Promotion Review
- Others

**PART A - PERSONAL PARTICULARS**

Name: Nur Ain Solehah bt. Md. Lukmi  
 Employee No: SLIM 227  
 Department: Safety  
 Designation: Protege  
 Date Join: 2.5.2023

**PART B - RATING**

These factors are key areas to determine the suitability of the Employee	Appraisal Points	Rating Points					Assessor's Rating
		U/S	S	G	VG	OS	
1 Safety	10	2	4	6	8	10	8
2 Job Knowledge	10	2	4	6	8	10	8
3 Discipline / Punctuality / Timekeeping	20	4	8	12	16	20	20
4 Quality of Work & Productivity	20	4	8	12	16	20	20
5 Security	10	2	4	6	8	10	10
6 Teamwork & Cooperation	10	2	4	6	8	10	10
7 Attendance	5	4	2	3	4	5	5
8 Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	5
9 Interpersonal Relationship	5	1	2	3	4	5	4
10 Leadership	5	1	2	3	4	5	3
11 Planning and Organising	5	1	2	3	4	5	5
12 Decision Making	5	1	2	3	4	5	3
13 Effort and Initiative	5	1	2	3	4	5	5
14 Sense of Urgency	5	1	2	3	4	5	5
<b>Total Appraisal Points</b>	<b>120</b>	<b>Overall Rating Points</b>					<b>111</b>

**NOTES:**

- Appraisal Points are in multiples of 5. The highest is 20.
- Appraisal Points for each Appraisal Factor is determined before the review is conducted.
- Additional Appraisal Factors may be added to the above.
- Appraisal Factors that is Not Applicable (N/A) should be stated and Total Appraisal Points be adjusted accordingly.

**PERCENTAGE OF OVERALL RATING POINTS**

$$\frac{\text{Overall Rating Points}}{\text{Total Appraisal Points}} \times 100 = \frac{111}{120} \times 100 = 92.5\%$$

**OVERALL RATING LEVEL (refer below level)**

= 5

DESCRIPTION	RANGE	LEVEL
Outstanding (OS)	86% - 100%	5
Very Good (VG)	71% - 85%	4
Good (G)	56% - 70%	3
Satisfactory (S)	41% - 55%	2
Unsatisfactory (US)	41% & below	1

**Appraiser's comment:-**

a. Are you satisfied with his/her present work? If not give reason  
I am satisfied with her current work and performance. Recommended to be absorbed as staff

b. Do you recommend his/her be sent for Training? Scope?  
Internal And for Training

**PART C - RECOMMENDATION**

**Under Probation / Contract**

- To be confirmed
- To extend probation for further \_\_\_\_\_ (months)
- To Extend Contract for \_\_\_\_\_ (months)

To convert to permanent employment  
 To terminate employment  
 Others  
**WAN IZAHAN ZAMEREE ISHAK**  
**SAFETY & HEALTH MANAGER**  
**GALAXY AEROSPACE (M) SDN BHD**  
**(1040262-D)**

I'm fully aware and agreed on the assesment conducted by my Superior.

Employee \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Appraiser 1 W  
 Signature \_\_\_\_\_  
 Date 4-12-2023

Appraiser 2 (if any) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

HOD W  
 Signature \_\_\_\_\_  
 Date 4-12-2023  
**WAN IZAHAN ZAMEREE ISHAK**  
**SAFETY & HEALTH MANAGER**  
**GALAXY AEROSPACE (M) SDN BHD**  
**(1040262-D)**



# NUR AIN SOLEHAH BINTI MD LUKMI

---

Kota Bharu, Kelantan | 019-9849417 | nurainsolehahmd@gmail.com | <https://www.linkedin.com/in/ain-solehah-a03a46128>

## Objective

- As a graduate of Universiti Malaysia Pahang with a Bachelor's degree in Occupational Safety and Health (Hons) and practical experience gained through internships, notably at Kawan Food Manufacturing Sdn Bhd, I am presently serving as a Safety and Health Executive Protege at Galaxy Aerospace (M) Sdn Bhd. Leveraging my knowledge of OSHA 1994, FMA 1967, CAD-19, and CAGM 1902, in conjunction with ISO 45001, I am enthusiastic about contributing my skills to ensure a safe and compliant work environment while continually enhancing my professional capabilities in the field of occupational safety and health.

## Experience

### **SAFETY AND HEALTH EXECUTIVE PROTEGEE | GALAXY AEROSPACE (M) SDN BHD | MAY 2023– PRESENT**

- Perform periodic operational safety audits on SMS and facilities operated by the Company to ensure safety standards are being maintained and continually exercised. Such audits will normally be in the form of Safety Surveillance, Safety Internal Audit, and Workplace Inspection (WPI).
- Assist the manager in preparing documents for CAAM AMO and CAMO audits, as well as QA audits on SMS.
- Assist and conduct incident and accident investigations as assigned per company procedures.
- Assist and secretary of Safety Action Group for quarters 2, 3, and 4.
- Assist 15 Hazard Identification Risk Mitigation (HIRM) sessions, demonstrating expertise in identifying and mitigating potential risks to enhance workplace safety.
- Assist and monitor SMS files for every base/ department.
- Responsible for acknowledging receipt of safety reports and ensuring proper monitoring of safety reports sent via safer card.
- Assist the manager in the preparation and implementation of the company SMS (Safety Management System) manual per CAD 19 and CAGM 1902.
- Assist the manager in developing and creating a comprehensive safety manual aligned with ISO 45001 standards.
- Assist the manager in developing and creating a comprehensive HIRADC aligned with Department of Occupational and Health (DOSH) guidelines.
- Extract safety performance data monthly to drive continuous improvement and ensure adherence to safety indicators.
- Involve with the notification of MOR-related safety cases to CAAM as and when required as well as Crisis Management Meeting.
- Responsible for collecting and monitoring Workplace Inspection (WPI) data, entering necessary documents into the safety recording system for quarterly manager review and notification.
- Coordinate and monitor Covid-19 program.

- Assist in completing the closure of the safety risk mitigation report related to HIRM.
- Assist in providing safety-related information for dissemination via safety and company official announcements.
- Assist in developing, reviewing, and managing the implementation of the emergency response plan for every base.
- Assist all bases/ departments to ensure that the base assigned under him/her is prepared with their respective emergency response (ER) plans.
- Assist and coordinate in planning and conducting awareness briefings on ERP to ensure staff are adequately informed of the ERP and their roles during an emergency.
- A part of committee members, successfully driving the implementation of impactful safety programs, including engaging in talks on sexual harassment, organizing safety day events, and orchestrating a successful bowling tournament.
- Create and distribute concise safety awareness bulletins on topics such as safe lifting practices, outdoor activity precautions, and motorcycle safety tips, and emphasize the importance of Personal Protective Equipment (PPE).
- Carry out the above activities through effective teamwork with other staff members and perform such other relevant duties as assigned by the SMS Manager.

#### **HSE TRAINEE| KAWAN FOOD MANUFACTURING SDN BHD| FEBRUARY 2020 – OCTOBER 2020**

- Responsible for implementing and organizing a safety and health program. For example, HSE Alert for machinery, safety poster implementation, and program I SEE I ACT (I.C.I.A). As a result, the number of accidents per month gradually decreased.
- Assist SHO in OSHWA audit
- Assist the HOD in ensuring all approved policies, procedures, and practices are disseminated in a proper and timely manner throughout the department or company.
- Works closely with the HSE team for implementations of ISO45001:2018.
- Responsible for identifying unsafe acts, conditions, and hazards; Investigating root causes; and reporting to management.
- Conduct on-the-job training for the operator twice a week.
- Investigating causes of accidents and other unsafe conditions on the job site.
- Responsible for supervising and coordinating all activities involving the safety and health of the Engineering Department in line with the department's and the company's objectives and missions.
- Monitor the Fire Fighting Equipment (FFE) checklist for any purchase or service required.
- Assist with PPE distribution to the operator.
- Conduct safety induction for operators.
- Assist and conduct fire drills external and internal.

## **Education**

### **MASTER OF SCIENCE OCCUPATIONAL SAFETY AND HEALTH | 2022-PRESENT | UNIVERSITI MALAYSIA PAHANG**

- Major: Occupational Safety, Health and Environment Management System, Occupational Health and Hygiene Assessment Methods, Process Safety Management, Marine and Offshore Safety, Ergonomic and Human Factor Assessment Methods and Occupational Safety, Health and Environment Act.

**BACHELOR OF OCCUPATIONAL SAFETY AND HEALTH(HONS) | 2016-2020 | UNIVERSITI MALAYSIA PAHANG |CGPA: 3.06**

- Major: Occupational Safety & Health Legislation, Fire & Building Safety, Hazard Recognition & Risk Management, Environmental & Green Technology, Toxic & Hazardous Waste Management, and Accident & Investigation Management.

Related coursework: Wastewater Treatment & Technology

**CERTIFICATE OF PURE SCIENCE | 2015-2016 | KELANTAN MATRICULATION COLLEGE**

Major: Biology, Physic, Chemistry and Mathematics

## **Award**

**TOP 10 IN FINAL YEAR PROJECT PRESENTATION SEMESTER 1 2019/2020H**

Faculty of Industrial Science & Technology, Universiti Malaysia Pahang

**DEAN'S LIST (BACHELOR DEGREE) 2018/2019**

Award recipient for semester 5, GPA: 3.56

## **Project**

**THE IMPLICATION OF PSYCHOSOCIAL SAFETY CLIMATE (PSC) ON OCCUPATIONAL BURNOUT AMONG ACADEMICIANS| MASTER PROJECT- PRESENT**

- The purpose of this study is to investigate the relationship between Psychosocial Safety Climate (PSC) and occupational burnout among local academicians in the Pahang zone, specifically at Universiti Malaysia Pahang Al-Sultan Abdullah (UMPSA). The study aims to understand how perceived job performance, hindrance demands, and challenge demands influence PSC within the academic sector.

**ERGONOMIC RISK FACTORS IN POLISHING PROCESS AND PREVALENCE OF MUSCULOSKELETAL DISORDER| MASTER PROJECT- PRESENT**

- The purpose of this study is to investigate ergonomic risk factors associated with the polishing process and assess the prevalence of musculoskeletal disorders among individuals engaged in this activity. By examining the ergonomic aspects of polishing, the study aims to identify potential factors contributing to musculoskeletal disorders, providing insights for improved workplace safety and the development of preventive measures.

**DETECTION OF LEAD, COPPER, AND CADMIUM IN *CLARIAS GARIEPINUS* ON HUMAN HEALTH AT PAHANG | FINAL YEAR PROJECT**

- The project focuses on identifying the presence of lead, copper, and cadmium in *Clarias gariepinus* and assessing the human health risk to consumers. The estimated daily intake for both groups was in increasing order: Cu > Pb > Cd. Meanwhile, the non-carcinogenic risk results for both groups revealed that Pb > Cu > Cd was in increasing order. However, the carcinogenic risk of lead (Pb) for adults and children exceeded the recommended standard set by USEPA 1998. This indicates that the consumption of this population poses a risk of developing cancer.

## **Skills & Abilities**

### **TECHNICAL**

- Advance in Microsoft Office

- Advance in Canva
- Advance in Render Forest
- Intermediate IBM SPSS Statistic
- Intermediate ALOHA software
- Intermediate FILMORA software
- Intermediate BlackBox

### **SOFT SKILL**

- Communication
- Leadership
- Time management

### **Languages**

- Professional working proficiency in English
- Native fluent in Malay

### **Extra Activities**

#### **PARTICIPATED IN SMS INITIAL, SMS IMPLEMENTATION AND HUMAN FACTOR TRAINING | 2023**

- Internal Training by Galaxy Aerospace (M) Sdn Bhd.

#### **PARTICIPATED IN CIDB TRAINING PROGRAMME | 2021**

- CIDB Green Card Training by CIDB.

#### **PARTICIPATED IN WEBINAR ENVIRONMENTAL MANAGEMENT SYSTEM | 2021**

- Environmental Management Systems ISO 14001:2015 by NIOSH.

#### **PARTICIPATED IN WEBINAR INTRODUCTION TO FIRST AID | 2021**

- Basic overview of First Aid by Jayden OSH Resources Sdn Bhd.

#### **PARTICIPATED IN A FINAL YEAR PROJECT PRESENTATION | 2019**

- Detection of lead, copper, and cadmium in *Clarias gariepinus* on human health at Pahang.

#### **A TEAM LEADER TO CONDUCT A SIMULATION | 2018**

- Tabletop exercise for BCP.

#### **PARTICIPATED IN THE SAFETY VIDEO COMPETITION | 2018**

- Ergonomics issues at the workplace.

#### **PARTICIPATED IN THE SITE VISIT AND FIRE TRAINING AT AKADEMIK BOMBA WAKAF TAPAI TERENGGANU | 2017**

- ERT training with BOMBA.

#### **VOLUNTEER | 2017**

- OSH Family Day.

## **Extra Information**

- Availability: 2-week notice
- Possess own transport and driving license: Yes, D
- Willing to relocate: Yes

## **References**

### **ACADEMIC SUPERVISOR:**

- Dr. Hanida Binti Abdul Aziz
- [hanidaaziz@ump.edu.my](mailto:hanidaaziz@ump.edu.my)
- 0179619155