

PERFORMANCE REVIEW FORM

REVIEW PERIOD : _____

	Confirmation Review
	Contract Renewal Review
	Promotion Review
v	Others <i>Salary increment</i>

PART A - PERSONAL PARTICULARS

Name : AMIRA BINTI ZAKARIA
 Employee No : 8330
 Department : QUALITY ASSURANCE
 Designation : QUALITY ASSURANCE INSPECTOR
 Date Join : 4-Oct-21

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	10
2 Job Knowledge	10	2	4	6	8	10	8
3 Discipline / Punctuality / Timekeeping	20	4	8	12	16	20	16
4 Quality of Work & Productivity	20	4	8	12	16	20	16
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	4
8 Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	4
9 Interpersonal Relationship	5	1	2	3	4	5	5
10 Leadership	5	1	2	3	4	5	4
11 Planning and Organising	5	1	2	3	4	5	4
12 Decision Making	5	1	2	3	4	5	4
13 Effort and Initiative	5	1	2	3	4	5	5
14 Sense of Urgency	5	1	2	3	4	5	5
Total Appraisal Points	120	Overall Rating Points					105

NOTES:

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

PERCENTAGE OF OVERALL RATING POINTS

$$\frac{\text{Overall Rating Points}}{\text{Total Appraisal Points}} \times 100 = \frac{105}{120} \times 100$$

= 87.5

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

Yes, Experience and well-versed with team regulations. Self-initiative.

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

Part Case Analysis

PART C - RECOMMENDATION

Under Probation / Contract

	To be confirmed
	To extend probation for further _____ (months)
	To Extend Contract for _____ (months)

	To convert permanent/contract employment
	To terminate employment
v	Others <i>Salary increment.</i>

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

Employee AMIRA BINTI ZAKARIA
 Signature *[Signature]*
 Date 1-Feb-23

Appraiser 1 *[Signature]*
 Signature *[Signature]*
 Date 02.02.2023

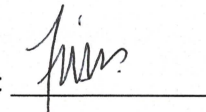
Appraiser 2 _____
 (if any)
 Signature _____
 Date _____

HOD _____
 Signature _____
 Date _____

Note: This job competency assessment form shall be used in accordance with GAM-MOE and/or the EPM. This checklist provides guidelines on area to be assessed by the HOD 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 Head of Department for filing.

Date of Assessment : 01.02.2023

Details of personnel

Name : AMIRA BINTI ZAKARIA Signature: 

Staff no. : 8330

Department : QUALITY ASSURANCE

Date Joined : 04 OCT 2021

Applicability -

Managers – A
Supervisors – B
Certifying Staff – C
Quality Personnel – **(D)**

Production Planner – E
Technician – F
Specialized Services – G
Technical Publication – H

Logistic, Tool Store & GSE – I
Warehouse – J
Workshop – K

ITEM	DESCRIPTION OF AREA	APPLICABILITY	COMPETENCY LEVEL
AREA 1 - GENERAL			
1	Knowledge of applicable officially recognized standards	D & G	1 2 3 4 (5)
2	Knowledge of auditing techniques: planning, conducting and reporting	D	1 2 3 4 (5)
3	Knowledge of human factors, human performance and limitations	ALL	1 2 3 4 (5)
4	Knowledge of logistics processes	A, B, D, E, I, & K	1 2 3 (4) 5
5	Knowledge of organization capabilities, privileges and limitations	A, B, C, D, E & K	1 2 3 4 (5)
6	Knowledge of MCAR, CAAM, FAA and other National Aviation requirement and regulations	ALL	1 2 3 (4) 5
7	Knowledge of relevant parts of the MOE, EPM & QPM	ALL	1 2 3 4 (5)
8	Knowledge of occurrence reporting systems (mandatory and internal) and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	ALL	1 2 3 (4) 5
9	Knowledge of safety risks linked to the working environment	ALL	1 2 3 4 (5)
10	Knowledge of Safety Management Systems and Just Culture	ALL	1 2 3 4 (5)
11	Knowledge on CDCCL when relevant	C	1 2 3 4 5 <i>N/A</i>
12	Knowledge on EWIS when relevant	A, B, C, E, F, G, I, J, K	1 2 3 4 5 <i>N/A</i>
13	Understanding of professional integrity, behavior and attitude towards safety	ALL	1 2 3 4 (5)
14	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	ALL	1 2 3 4 (5)
15	Understanding of his/her own human performance and limitations	ALL	1 2 3 4 (5)

INDICATOR

1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
00 - 20%	21% - 40%	41% - 60%	61% - 80%	81% - 100%

16	Understanding of personnel authorizations and limitations	ALL	1	2	3	4	5	
17	Understanding of complex task, critical task and independent inspection	A, B, C, D, E & F	1	2	3	4	5	
18	Ability to compile and control completed work pack	A, B, C, E & F	1	2	3	4	5	N/A
19	Ability to consider human performance and limitations.	ALL	1	2	3	4	5	
20	Ability to determine required qualifications for task performance	A, B, C & D	1	2	3	4	5	
21	Ability to identify and rectify existing and potential unsafe conditions	A, B, C & D	1	2	3	4	5	
22	Ability to manage third parties involved in maintenance activity	A & B	1	2	3	4	5	N/A
23	Ability to confirm proper accomplishment of maintenance tasks	A, B, C, D, E, F, G & K	1	2	3	4	5	
24	Ability to identify and properly plan performance of critical task	B, C & E	1	2	3	4	5	
25	Ability to priorities tasks and report discrepancies	B, C, E, F & K	1	2	3	4	5	N/A
26	Ability to process the work requested by the operator	B, C & E	1	2	3	4	5	
27	Ability to promote the safety and quality policy	A, B & D	1	2	3	4	5	
28	Ability to properly process removed, uninstalled and rejected parts	B, C, F, G & J	1	2	3	4	5	
29	Ability to properly record and sign for work accomplished	B, C, F, G & K	1	2	3	4	5	N/A
30	Ability to recognize the acceptability of parts to be installed prior to fitment	C & F	1	2	3	4	5	
31	Ability to split complex maintenance tasks into clear stages	E	1	2	3	4	5	
32	Ability to understand work orders, work packs and refer to and use applicable maintenance data	B, C, D, E, F & G	1	2	3	4	5	
33	Ability to use information systems	ALL	1	2	3	4	5	
34	Ability to use, control and be familiar with required tooling and/or equipment	B, C, F & G	1	2	3	4	5	N/A
35	Adequate communication and literacy skills	ALL	1	2	3	4	5	
36	Analytical and proven auditing skills (for example, objectivity, fairness, open-mindedness, determination, ...)	D & G	1	2	3	4	5	
37	Maintenance error investigation skills	A, B, D, & G	1	2	3	4	5	
38	Resources management and production planning skills	A & B	1	2	3	4	5	
39	Teamwork, decision-making and leadership skills	A & B	1	2	3	4	5	
40	Ability to encourage a positive safety culture and apply a just culture	A, B, C & D	1	2	3	4	5	N/A

AREA 2 - ANALYSIS AND PRACTICAL ASPECTS

1	Able to resolve technical problems with correct procedures in timely way and manner.	ALL	1	2	3	4	5	
2	Able to develop other solutions.	ALL	1	2	3	4	5	
3	Able to make record correctly and informatively.	C, E, F, G & K	1	2	3	4	5	N/A
4	Able to analyses and properly execute technical instructions.	ALL	1	2	3	4	5	

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AREA 3 - LEADERSHIP AND COMMUNICATION

1	Aircraft Maintenance (Schedule and Unscheduled) Able to manage and execute all activities	A, B, C, E, F, G & K	1	2	3	4	5
2	Able to discuss activities about all sections with correct and clear communication.	A, B, C & K	1	2	3	4	5
3	Able to follow Supervisor's instructions and work independently.	F	1	2	3	4	5
4	Able to work as part of team and able to contribute positively.	ALL	1	2	3	(4)	5
5	Displays a commitment resulting in good work and achieved targets.	ALL	1	2	3	(4)	5
6	Able to monitor his own personal qualities in the work.	ALL	1	2	3	4	(5)
7	Uses work time efficient demonstrates effective time management.	ALL	1	2	3	(4)	5
8	Able to integrate the needs to the company's organizational system.	ALL	1	2	3	(4)	5
9	Responds to customer needs.	ALL	1	2	3	(4)	5

} NP

ASSESSOR COMMENTS UPON COMPLETION OF ASSESSMENT

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

	AREA 1	AREA 2	AREA 3
TOTAL	120 / 130	12 / 15	25 / 30

RESULT (average): 89.7 %

AREA OF IMPROVEMENT

(Show a plan of action for improving, or maintaining the abilities of, or for promoting, to the higher duty/ position)

Monitoring of effectiveness of corrective actions taken.

PLAN TRAINING REQUIRED FOR DEVELOPMENT

ROOT CAUSE ANALYSIS

UNDERSTANDING OF ISO 17025

ASSESSMENT CARRIED OUT BY

Name: Omar B Ahmad.	Signature: 	Date: 01/02/2023
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