

GALAXY AEROSPACE (M) SDN. BHD.

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

Name of Appraisee's : MUHAMMAD AZRI NAJWAN BIN ZALANI

Designation : AUTHORISED TRADE PERSON (ATP) B1.3

Date Join : 2-Jan-24

Employee no. : 8506

Department : ENGINEERING

***Write number at appropriate column**

No	Rating Factor	*Rating			
		Unsatisfactory 1	Satisfactory 2	Good 3	Very Good 4
1	Attendance & Punctuality			3	
2	Job knowledge			3	
3	Attitude towards work			3	
4	Technical Skills / Skill of work			3	
5	Company Procedure			3	
6	Initiative			3	
7	Quality of work			3	
8	Handling targets and deadline			3	
9	Dependability			3	
10	Team work ability				4
11	Communication skills			3	
12	Safety & security awareness			3	
Sub Total		0	0	33	4

Total score

77%

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

: SALARY INCREMENT/ RECOMMEND FOR CRITICAL ALLOWANCE

Appraiser's Signature :



Concurred by
Head of



Name:

MOHAMAD AKMAL B. M SALEH
Maintenance Manager AS365N3

Name:

HJ AMRAN SHAH BIN MASON

Designation:

Galaxy Aerospace (M) Sdn Bhd
(1040262-D)

Designation:

CHIEF ENGINEER

Date :

21/08/24

Date :

22/08/2024