

	HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM FLEET STAFF ASSESSMENT - OFFICERS AND CADETS <i>Reporting Forms Manual</i>		Form : 4.1.6A Date : 11 Dec 2018 Rev : 5.7 App By : BMM

Vessel: IVS North Berwick **Rank:** 3NO **Certificate:** OOW
Surname: Aubath **Initials:** B. A.
Service From (Date) /2018 **To (date)** 2-Apr-19 **Assessor (Rank/Name):** Capt. Andrzej Bielinski

Reason for Assessment : (Check one box)	Leave <input checked="" type="checkbox"/>	Sick <input type="checkbox"/>	Interim <input type="checkbox"/>	Transfer <input type="checkbox"/>	Resigned <input type="checkbox"/>	Dismissed <input type="checkbox"/>
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Performance Factor : Type in the performance factor when completing assessment electronically. Write in performance factor when completing form manually, by selecting one of the following performance factors:

5 = Regularly achieves what is expected of a rank senior to his position / 4 = Achieves more than what is expected on a regular basis / 3 = As per his Job Description / 2 = Falls Short of what is generally required in his job description / 1 = Does not perform as per Grindrod and STCW standards to his position			
Quality of Work Accuracy, skill, thoroughness, neatness, attention to detail, versatility, pride in work.	3	Sense of Discipline Acceptance of discipline and criticism in a constructive manner; Exercising of Self Discipline & Fair Disciplining of Subordinates (where applicable).	4
Quantity of Work Output. Consider not only regular duties, but also how promptly employee completes extra or rush assignments.	4	Attitude Towards Company, Job, fellow shipmates; Co-operation.	3
Dependability Following of instructions, reliability, responsibility, punctuality, conscientiousness, and watchkeeping integrity.	4	Professionalism Technical Knowledge of the job, judgement, ability to develop alternative solutions to problems and evaluate those alternatives. Stability of performance under pressure.	3
Initiative and Self Confidence Extent to which employee is self-starting, puts forward ideas, influences events rather than passively accepting them.	3	Adaptability Ability to adapt to changing circumstances, Behaviour, Conduct and Social Compatibility with shipmates.	4
Safety Consciousness of the need for strict safety rules. Adherence to them and ensuring that others do likewise	4	Supervision (where applicable) Leadership and motivation of subordinates. Ability to delegate.	3
English and Communication English Comprehension and Speaking ability. Ability to give and receive clear instructions in English.	4	ISM Knowledge and understanding of the ISM Code and the Company's Quality, Safety and Environmental Management System.	4
TOTS / BICS Seagull Training (or NVOD) CBT: A minimum of three (3) modules per month. TOTS / BICS: Detail percentage complete during contract :	16		
AVERAGE :		3.58	

OVERALL ASSESSMENT (Select One Box Only)	Not recommended for re-employment <input type="checkbox"/>	Presently below requirements. Employee should be given a further chance. <input type="checkbox"/>	Satisfactory. Recommended for continued employment <input type="checkbox"/>	Good Employee. Definitely suitable for continued employment <input checked="" type="checkbox"/>	An Asset <input type="checkbox"/>
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Assessed Seafarer's Signature _____
 Department Head's Signature _____
 Master _____

Date: 1-Apr-19
 Date: 1-Apr-19
 Date: 1-Apr-19

Surname: Aubath Initials: B. A. Rank: 3NO Date : 2-Apr-19**Assessor's Comments (Mandatory) - Strengths**

Developed his familiarisation with Company SMS procedures to being responsible person, showed good reliable working attitude. Easily adapt to situation.

Assessor's Comments (Mandatory) - Weaknesses

To improve reporting technique BassNet and Colligo, Reporting Near Misses, Risk Assessment need to be prepared on time

Assessor's Comments (Mandatory) - General

In general, shown good performance. Learned about his weakness and did his best to cope up with his beginning shortcomings. Recommended for re-employment

Assessor Sign : **Master's Comments (Mandatory)**

Learn and develop for advancement to the next higher rank, improve self-motivation. Recommendable for re-employment.

Master Sign : **Assessee's Comments (Mandatory)**

ALL FEEDBACK TAKEN POSITIVELY. AND WILL BE
TAKEN INTO CONSIDERATION FOR IMPROVEMENT
IN FUTURE.

Assessee Sign : 

Envisaged Return Date : _____

For Office Use:

Crewing Manager / Fleet Training Manager : _____

Ship's Manager / Marine Manager : _____