**Appraisal Report Form**

*Instructions:*

1. *Please carefully fill out this form in fairness and in the interest of both the person reported upon and the Company.*
2. *The relationship between a subordinate and his or her Reporting Officer should be such that guidance and counselling, training and development, praise and criticism should form a natural part of a continuing dialogue throughout the year. This report should not come as a surprise to the person being reviewed. Make an honest judgement therefore of the qualities of the seafarer, based on the entire period and not upon isolated incidents alone.*
3. *The purpose is to a) assist personnel in performing their duties to the best of their ability, maximising their job satisfaction b) identify training needs c) highlight each individual’s potential. Please refer to the Crew procedures in the Manual(s).*

**Vessel: MV / MS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seafarer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Report (dd/mm/yy): \_\_\_/\_\_\_/\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Reporting Period: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the Report:  Midway through contract Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deck duty:  Navigator  Safety  EnvO

Eng. duty: Aux.Eng. Boiler Purifiers/Pumps

Reporting Officer leaving vessel

Seafarer signing off vessel Personal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special request

Promotion in a new position

Rate the Seafarer’s performance in comparison to the requirements of the position by ticking (√) the appropriate box

**Do not tick between boxes.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For all Seafarers including Cadets and Trainee Ratings** | Exceptional Good Satisfactory Improvement Poor  Required | | | | | Training Needs\*  please fill up form C107C\* |
| 1. Compliance with procedures |  |  |  |  |  |  |
| 2. Ability/ Knowledge of job |  |  |  |  |  |  |
| 3. Safety and Environmental Consciousness |  |  |  |  |  |  |
| 4. Dependability & Integrity |  |  |  |  |  |  |
| 5. Initiative |  |  |  |  |  |  |
| 6. Conduct and sobriety |  |  |  |  |  |  |
| 7. Ability to get on with others |  |  |  |  |  |  |
| 8. Appearance (+ uniforms) |  |  |  |  |  |  |
| 9. English language |  |  |  |  |  |  |
| 10. Leadership (Officers & Cadets) |  |  |  |  |  |  |
| **Additional for Cadets & Trainee Ratings** | Exceptional Good Satisfactory Improvement Poor Required | | | | | Comments |
| 1. Progress with Distance Learning Course |  |  |  |  |  |  |
| 1. Progress with completion of Training Record Book |  |  |  |  |  |  |
| 1. Motivation to learn |  |  |  |  |  |  |
| 1. Officer’s potential |  |  |  |  |  |  |

General comments highlighting strengths/weaknesses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Master: | | Appraiser / Reporting Officer: | | |
| Re-employ?  Yes  No | | Training needs?  Identified per C107c\* (attached)  No training needs identified | | |
|  | | Promote?  Yes  No  Yes, provided the following conditions are met\* | | |
| Crew Comments: | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seafarer Signature (Mandatory) |
| Reporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Officer (Signature) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Master \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) Name: \_\_\_\_\_\_\_\_\_\_ | | Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Dept (Signature) Name: \_\_\_\_\_\_\_\_\_\_  Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Received by CM (initials) \_\_\_\_\_\_\_\_\_\_  Date of Receipt \_\_\_/\_\_\_/\_\_\_  **\*IF TRAINING NEEDS IDENTIFIED - DATE NOTIFIED TM & SRPS \_\_\_/\_\_\_/\_\_\_** |