**OFFICER PERFORMANCE REPORT**

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| Name: |  | | Vessel: | |  | | | |
| Date Joined Vessel: | |  | Review Period From: | | |  | To: |  |
| Service With TCC: | |  | Officer’s Rank: | | |  | | |
| Highest COC License Obtained | |  | Service In Present Rank: | | |  | | |
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| SECTION 1 GENERAL / SAFETY / ENVIRONMENT/ SECURITY | | | | COMMENT | | | | |
| Demonstrates overall position (job) related knowledge. | | | |  | | | | |
| Improves own performance by looking for and adopting better ways of working. | | | |  | | | | |
| Understands and implements Company Policy. | | | |  | | | | |
| Takes a pro-active approach in promoting company safety culture. | | | |  | | | | |
| Considers all safety factors when planning, performing and supervising tasks. Proactive approach to risk management and use of J.H.A. | | | |  | | | | |
| Is pro-active in incident reporting, investigation and recommendations. | | | |  | | | | |
| Understands and demonstrates the importance of safe, effective, and cost effective operations. | | | |  | | | | |
| Works effectively with Customers/Suppliers representatives. | | | |  | | | | |
| Familiar with security measures to be taken at different security levels. Able to perform the given security duties. | | | |  | | | | |

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| Unsatisfactory | | | Needs Improvement | | | Fully Satisfactory | | | Above Average | | | Exceptional | | |

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| SECTION 2 PERSONAL SKILLS AND BEHAVIOURS | COMMENTS |
| Ability to get things done. |  |
| Problem solving and decision-making ability. |  |
| Communication skills: effectively communicates in English both written and orally. |  |
| Displays a high standard of personal conduct/discipline. |  |
| Accepts responsibility and being held accountable for actions. |  |
| Learns from experience (Does not continue to make same mistakes) |  |
| Welcomes feedback as another perspective from which to learn. Willingness to accept guidance from superior officers. |  |

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| Unsatisfactory | | | Needs Improvement | | | Fully Satisfactory | | | Above Average | | Exceptional | | | |
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| SECTION 3 PEOPLE MANAGEMENT SKILLS | COMMENTS |
| Achieves optimum output from other personnel |  |
| Delegates appropriate duties and responsibilities. |  |
| Follows up on delegated tasks, ensuring full and satisfactory completion. |  |
| Encourages subordinates to be proactive in pursuing better ways of working. |  |
| Willingness to pass on skills and knowledge to others. |  |
| Demonstrates and develops teamwork/morale onboard within the total ships complement. |  |
| Participates effectively in Company Safety Management System |  |
| Participates effectively within the shipboard management structure (team player) |  |

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| Unsatisfactory | | | Needs Improvement | | | Fully Satisfactory | | | Above Average | | | Exceptional | | |
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| General Comments: | | | |
| Master’s Remark: | | | |
| Whether the junior officers/relevant vessel crew are actively involved in planning, cargo line settling and execution of the cargo and ballast operation. | | | |
| What training does the Officer consider necessary for his future development? | | | |
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| What training does the assessor consider necessary? | | | |
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| Officer’s Comments | | | |
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| Officer’s Signature: |  | Printed Name: |  |

## Overall Rating

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| Unsatisfactory | | | Needs Improvement | | | Fully Satisfactory | | | Above Average | | | Exceptional | | |
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| Please check one | | | | | |
| Promotion Recommended to |  | Yes |  | No |  | Later |  |
| Signature of Senior Officer Conducting Review |  | Printed Name | |  | | | |
| Signature of Master |  | Printed Name | |  | | | |