Party Chief Appraisal Form

The appraiser must have observed the appraisee completing the task before completing the relevant section. Where necessary a number of different appraisers may be used to complete the form fully.

Appraisee name: _____

Task	**Feedback to Appraisee**	**Appraiser** (print name, sign & date)
a. Implement and administer company health, safety, environmental and quality documentation and procedures. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
b. Manage mobilisation and demobilisation of survey spread with due regard to safety and company procuedres. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
c. Lead by example and coach other personnel in general safety awareness, ensuring risk measures are enforced. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
d. Chair safety meetings and lead risk assessment teams using correct company procedures and documentation. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
e. Maintain effective teamwork and communication (both verbal &written), including supervision of the whole team. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
f. Demonstrate the ability to effectively liaise with the client, marine crew and company management. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
g. Demonstrate effective supervision and leadership skills required for multi disciplinary teams. . Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		

h. Demonstrate necessary IT skills to perform basic project management tasks. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
i. Demonstrate the ability to assess the effect of environmental factors on eqpt and vessel ops to ensure safe working practice Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
j. Perform video and audio dubbing and ensure quality is acceptable for company and client Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
k. Ensure survey data acquisition, processing and quality control checks are conducted in accordance with project procedures. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
l. Ensure all reporting and presentation of survey results are conducted in accordance with standard and project specific procedures. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
m. Demonstrate the ability to interpret contractual arrangements and the impact of contractual non conformances on both operational and financial levels with regard to day rate and lump sum contracts. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
n. Demonstrate the ability to provide on going training and assessment for personnel. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
o. Supervise survey operations ensuring safe working practices at all times with due regard to contractual requirements, scope of work, procedures and regulation. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		

Projects: **Indicate which project you have participated in during the last 12 months. Specify project work scope.**		
Projects: Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐	**NB. Feedback should be based on projects detailed above**	
Hardware/Software: **Indicate which Hardware and Software you have used during the last 12 months.**		
Hardware/Software Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐	**NB. Feedback should be based on projects detailed above**	

Appraisee comments:

Appraisee signature: _____ Date: _____