**Performance Assessment Report for RE & RTO (C&S)**

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| --- | --- | --- | --- | --- |
| RE/RTO Name |  | | NRIC/Passport/I.D. no. |  |
| Registration no. |  |
| Period of Assessment | From (dd/mm/yyyy) |  | To (dd/mm/yyyy) |  |
| Project Title |  | | | |
| Project Reference no. |  | | | |

*\* Up to 3 forms are required if the RE/RTO had supervised more than 1 project during the ONE year period before each renewal*

**Qualified Person’s (Supervision) Assessment:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quality/Characteristic | | Scope of assessment | | | | | | Rating  (1 - 10) |
| 1 | **Technical competency & experience** | Possess adequate knowledge and experience to carry out supervision of structural works at site to ensure construction works are in accordance with the approved structural plans. | | | | | |  |
| 2 | **Resourcefulness & responsiveness** | Able to resolve various site technical issues and demonstrate ability to response to QP’s instruction to resolve the issues. | | | | | |  |
| 3 | **Vigilance in inspection** | Inform QP promptly if construction irregularities are detected on site. | | | | | |  |
| 4 | **Monitoring & instrumentation** | Regularly check the instrumentation monitoring readings, and able to observe tell-tale sign of construction impact onto adjacent building properties. | | | | | |  |
| 5 | **Diligence in documentation** | Keep and update all site records and plans in an orderly manner, and able to produce required records and plans promptly for site inspection. | | | | | |  |
| 6 | **Work attitude & attendance** | Demonstrate positive working attitude, maintain regular attendance, and arrive punctually to work. | | | | | |  |
| 7 | **Minimise abortive work** | Able to work with the builder and his sub-contractors in carrying out inspections promptly at different stages of construction to minimise major shortcomings at final inspection. | | | | | |  |
| 8 | **Adhere to site inspection schedule** | Adhere to the site inspection schedule prepared by the builder to avoid disruption to the overall progress of the construction works at site. | | | | | |  |
| 9 | **Safety awareness** | Inform QP promptly if any associated work (e.g. ERSS or falsework) are carried out in an unsafe manner. | | | | | |  |
| 10 | **Communication** | Able to communicate effectively with QP and project parties. | | | | | |  |
| Any other remarks | |  | | | | **Overall Rating (100)** | |  |
| Overall Rating Scale | | < 50 | 50 - 59 | 60 – 79 | 80 - 89 | | 90 - 100 | |
| Poor | Satisfactory | Good | Very Good | | Excellent | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | |  | |  | | Qualified Person (QP) for Structural Works’ Stamp & Signature | |  | Date | | | QP’s Name: |  |  |  | | | QP’s Email: |  |  |  | | | QP’s Contact Number: |  |  |  | | | | | | | | | | |
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| Please tick if applicable:  *QP who undertake to submit the assessment report* ***SEPARATELY, has to complete within 7 working days*** *from date of endorsement to JAC by email to* [*re.rto@iesnet.org.sg*](mailto:re.rto@iesnet.org.sg) *or mail the complete endorsed report to:*  ***Joint Accreditation Committee (C&S)***  ***C/o The Institution of Engineers, Singapore***  ***70 Bukit Tinggi Road, Singapore 289758*** | | | | |  | | | |
| **QP’s Endorsement & Date** | | | |