

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

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:		_____				

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 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