

**OCCUPATIONAL SAFETY AND HEALTH COUNCIL  
ACCREDITED SAFETY AUDITOR (ASA)  
ACCREDITED SAFETY AUDITOR (ASA) PERFORMANCE SUMMARY**

For the period: \_\_\_\_\_ to \_\_\_\_\_

**SECTION A: PERSONAL PARTICULARS**

Full Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_

**SECTION B: AUDIT PROJECT CONDUCTED DURING THE PERIOD**

**SECTION C: SUMMARY OF PERFORMANCE**

No	PERFORMANCE CRITERIA	SCORE	REMARKS
1	<p><b>On-time submission of Audit Plan (10%)</b></p> <ul style="list-style-type: none"> <li>- Audit Plan should be submitted at least 2 weeks before the audit date</li> <li>- Score: Sum of on-time submission of audit plan (on-time : 1, late submission not more than 3 days : 0.5, late submission more than 3 days : 0) / Total Maximum marks X 10%</li> </ul>		
2	<p><b>Quality of Audit Plan (10%)</b></p> <ul style="list-style-type: none"> <li>- Site progress should be addressed.</li> <li>- High risk activities/audit priority items should be identified</li> <li>- Audit programme with time allocation should be specified.</li> <li>- Score: Sum of acceptable audit plans (acceptable in 1<sup>st</sup> submission : 1, need revision : 0.5, unacceptable : 0) / Total Maximum marks X 10%</li> </ul>		
3	<p><b>On-time submission of Audit Report (10%)</b></p> <ul style="list-style-type: none"> <li>- Audit Report should be submitted within 1 week after the audit date</li> <li>- Score: Sum of on-time submission of audit report (on-time : 1, late submission not more than 3 days : 0.5, Late submission more than 3 days : 0) / Total Maximum marks X 10%</li> </ul>		
4	<p><b>Quality of Audit Report (50%)</b></p> <ul style="list-style-type: none"> <li>- All necessary sections and information should be included in the audit reports</li> <li>- Appropriate judgment for all audit questions according to audit criteria</li> <li>- Sufficient supporting evidences (e.g. photos and documents) should be included</li> <li>- Suitable recommendations should be provided when necessary</li> <li>- Score: Quality of audit reports (acceptable (score deviation &lt; 5 marks after verification) : 1, marginally acceptable (score deviation ≥ 5 and &lt; 10 marks after verification): 0.7, unacceptable (score deviation ≥ 10 after verification) : 0) / Total Maximum marks of audit report X 50%</li> </ul>		

5	<p><b>On-site monitoring of ASA performance (20%)</b></p> <ul style="list-style-type: none"> <li>- Conduct the audit according to the approved audit plan.</li> <li>- Carry out safety audit activities effectively, including interview, site visit and document verification</li> <li>- Provide constructive feedback and recommendations to contractor for improving the site safety performance.</li> <li>- Supervise his/her SAA (Safety Audit Assistant) to assist the safety audit properly.</li> </ul> <p>Score: Sum of ASA performance marks / Total Maximum marks X 20%</p>		
6	<p><b>General Conduct and Discipline of ASA</b></p> <ul style="list-style-type: none"> <li>- Five scores will be deducted for each issuance of reminder letter, any negative feedback/complaint from client(s) and duty performed not properly/effectively</li> <li>- Ten scores will be deducted for each issuance of warning letter</li> <li>- <b>A reminder letter will be issued to ASA who is given a grading of “marginally acceptable” in the quality of an audit report (score deviation <math>\geq 5</math> and <math>&lt; 10</math> marks after verification) OR the quality of NSC checklist (score deviation <math>\geq 10</math> and <math>&lt; 20</math> marks after verification)</b></li> </ul> <p><b>A warning letter will be issued to ASA who is given a grading of “unacceptable” in the quality of an audit report (score deviation <math>\geq 10</math> marks after verification) OR the quality of NSC checklist (score deviation <math>\geq 20</math> marks after verification)</b></p>		
Total:			

Overall Rating ( Please tick ) :

- A – Outstanding performance (90% - 100%)
- B – Effective performance ( $\geq 80\%$  but  $< 90\%$ )
- C – Marginal pass performance ( $\geq 70\%$  but  $< 80\%$ )
- D – Unacceptable performance (Less than 70%)
- N/A (Reason: No audit project was assigned to auditor during the period)

Other Comments:

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Senior Consultant (SAMO), Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_