General Observation of HD Site Staff/ PSP Site Supervisory Team* on Performance of Accredited Safety Auditor in conducting Safety Audits

Contract No.: Contract Title:

Contractor: Safety Auditor: Audit Assistant:

Please ' ✓ ' in the appropriate box.

Item	General assessment criteria	202_ Q_					202_Q_					202_Q_					202_Q_				
		4	3	2	1	NA	4	3	2	1	NA	4	3	2	1	NA	4	3	2	1	NA
a.	well understand the site conditions and processes; conversant with legal, audit and contractual requirements																				
b.	carry out safety audit activities effectively, including interview, site visit and document verification and proactive to communicate with site operatives of contractors for assessment																				
c.	point out obvious safety deficiencies including imminent risk item(s) at the spot and the closing meeting																				
d.	follow up audit findings in last audit (comprising "Critical Pass Failure" and any "Consecutive Critical Pass Failure" item(s))																				
e.	suggest recommendations for follow up action by main contractor and building services nominated subcontractors and propose safety advice/measures due to recent accident/new technology from other projects/private sector																				
f.	supervise audit assistant properly																				
	Grading [Acceptable (A-C), Unacceptable (D)]																				
	Assessor's Signature (Name/Rank/Date)																				

Remarks (Please elaborate Grade D items):

Overall Grading :	Assessor's Signature & Post:	

Guidance Notes:
Score 4: The ASA has performed above expectation and fully met the assessment criteria. The contractor substantially benefits for further improvement.
Score 3: The ASA has fully met the assessment criteria
Score 2: The ASA has not fully met the assessment criteria but the safety audit is not materially affected
Score 1: The ASA has not duly met the assessment criteria and the safety audit is materially affected

Quarterly grading = [(a) + (b) + (c) + (d) + (e) + (f)] x 100% /(number of assessable items x 4) [Grade A: ≥ 90%, Grade B: ≥ 80% but < 90%, Grade C: ≥ 70% but < 80%, Grade D: < 70%]
Overall grading = [(assessment results of (a) to (f) of Q1 to Q4] x 100% /(number of assessable items in all 4 quarters x 4) [Grade A: ≥ 90%, Grade B: ≥ 80% but < 90%, Grade C: ≥ 70% but < 80%, Grade D: < 70%]
* For Design and Build contracts, to be completed by PSP Site Supervisory Team of relevant discipline to the stage of works. For other contracts, to be completed by relevant HD Site Staff.