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| **Project** | **Date** | |
| ***[Click here to enter the project name]*** | *18/Dec/2013* | |
| **Supplier/Sub-contractor name & address** | **Ref. no.** | |
| ***[Name]***  *[Address]*  *[City]*  *[Contact/person in charge]* | *[Ref. no.]* | |
| **Project manager** | |
| *Marc Arnecke, PMP, [designation.]* | |
| **Order or contract no.** | |
| *[Contract no.]* | |
| **Subject of the order or contract** | | **total points given (%)** |
| ***[Supplier’/sub-contractor’s scope]*** | | ***0%*** |
| **Summary** | | **sub-total points given** |
| **Health, Safety and Environment** | | ***0*** / 25 |
| *[Click here to enter text.]* | | |
| **Summary** | | **sub-total points given** |
| **Quality** | | ***0*** / 25 |
| *[Click here to enter text.]* | | |
| **Summary** | | **sub-total points given** |
| **Performance** | | ***0*** / 25 |
| *[Click here to enter text.]* | | |
| **Summary** | | **sub-total points given** |
| **Administration** | | ***0*** / 25 |
| *[Click here to enter text.]* | | |

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| **Area of evaluation** | **Contributor** |
| **Health, Safety and Environment** | *[Click here to enter name]* |
| **Elements to consider** | **Grade** (grade 5 & 1 require further explanation) |
| **Compliance with safety standard rules and adherence to risk analysis documents** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Provision of mandatory training and equipment certificates** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Use of appropriate safety equipment (PPE and similar)** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Provision of worker welfare facilities, housekeeping and site cleanliness** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Consideration of environmental aspects** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **sub-total:** | ***0* / 25** |

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| **Accident and injury record on this job** | *0* (up to 1 day)  *0* (1 to 3 days)  *0* (fatal) |
| *[Click here to enter text.]* |

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| **Area of evaluation** | **Contributor** |
| **Quality** | *[Click here to enter name]* |
| **Elements to consider** | **Grade** (grade 5 & 1 require further explanation) |
| **Adequate supervisory oversight** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Craftsmanship** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Compliance with applicable specifications and standards** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Material storage and handling (incl. inspections and material submittals)** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Certificates/Approvals/Inspections** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **sub-total:** | ***0* / 25** |

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| **Number of Non-Compliance Reports issued (if any)** | *0* |

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| **Area of evaluation** | **Contributor** |
| **Performance** | *[Click here to enter name]* |
| **Elements to consider** | **Grade** (grade 5 & 1 require further explanation) |
| **Adequate site supervision and human resources** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Provision of adequate tools and equipment** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Planning & following logical sequences** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Ability to complete on time** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Flexibility & ability to adopt to changing site conditions** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **sub-total:** | ***0* / 25** |

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| **Area of evaluation** | **Contributor** |
| **Administration** | *[Click here to enter name]* |
| **Elements to consider** | **Grade** (grade 5 & 1 require further explanation) |
| **Financial aspects** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Knowledge of contract and associated documents** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Documentation including reports, records, status updates etc. …** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Correspondence and adherence to communication channels** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **Response to changing site conditions (SIs etc.)** | 5 =  (excellent)  4 =  (good)  3 =  (average)  2 =  (below average)  1 =  (insufficient) |
| *[Click here to enter text.]* |
| **sub-total:** | ***0* / 25** |

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| **Overall satisfaction** | |
| Would you generally recommend working with this supplier/sub-contractor in the future again? | A  (yes, without limitations)  B  (depends – requires explanation below)  C  (no) |
| *[Click here to enter text.]* | |

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| Marc Arnecke, PMP |

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| reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| authorized by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |