oceanscan™

Senior Survey Engineer Appraisal Form

The appraiser must have observed the appraisee completing the task before completing the relevant section. Where necessary a number of different appraisers may be used to complete the form fully.

Appraisee name: _____

Task	Feedback to Appraisee	Appraiser (print name, sign & date)
a. Demonstrate safety and emergency awareness, familiarisation with worksite and ability to identify hazards. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
b. Lead by example and coach other personnel in general safety awareness. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
c. Lead risk assessment teams and chair toolbox talks for operational tasks. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
d. Maintain effective teamwork and communication, including the supervision of a shift. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
e. Prepare project procedures and gather necessary data, drawings, charts etc Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
f. Plan & co-ordinate mobilisation & de-mobilisation activities, survey system deck space requirements & liaise with marine crew with regard to deck operations . Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
g. During mobilisations & de-mobilisations liaise with third parties toe ensure all necessary documents and permits are obtained. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐		
h. Check installation of computer systems and technical software packages, diagnose faults and rectify.		

Performance is exceptional: ☐	Performance is competent and dependable: ☐	Additional skills or experience required: ☐		
i. Check installation of survey sensors for safety and installation compliance. Understand calibration techniques and offset requirements.. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐				
j. Operate ancillary survey equipments, including safe launch and recovery of sensors and rigging skills. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐				
k. Complete maintenance logs, fault reports, correctly label faulty equipment and prepare for transit. Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐				
Projects: **Indicate which project you have participated in during the last 12 months.**				
Projects: Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐			**NB. Feedback should be based on projects detailed above**	
Hardware/Software: **Indicate which Hardware and Software you have used during the last 12 months.**				
Hardware/Software Performance is exceptional: ☐ Performance is competent and dependable: ☐ Additional skills or experience required: ☐			**NB. Feedback should be based on projects detailed above**	

Appraisee comments:

Appraisee signature: _____ Date: _____