**Appendix 5 - Contractor Safety Performance Evaluation**

(To complete upon project completion, contract renewal or review annually by NTU PIC)

Contractor:

Scope of work:

Evaluation period: to

|  |  |  |
| --- | --- | --- |
| **Areas of Evaluation** | **Performance Rating (Points)** | **Remark** |
| Poor (0) | Fair (1) | Good (2) |
| 1. Are there composite fines, stop work order or warning issued **by the relevant authorities** in regard to safety, fire safety, health and environmental issues?

***(Zero occurrence = Good,*** ***Any occurrence = Poor)***  |  |  |  |  |
| 1. Is there any incident or accident that requires reporting to the relevant authority (MOM, SCDF and/or NEA)?

***(Zero occurrence = Good,*** ***Any occurrence = Poor)***  |  |  |  |  |
| 1. Is there any stop work order, non-conformity (C/PAR) or warning issued **by NTU** to the contractor?

***(Zero occurrence = Good,*** ***1-3 occurrences = Fair,*** ***>3 occurrences = Poor)***  |  |  |  |  |
| 1. Is there incident from the contractor which leads to the damage of properties or causing inconvenience to NTU community or members of the public?

***(Zero occurrence = Good,*** ***1-3 occurrences = Fair,*** ***>3 occurrences = Poor)***  |  |  |  |  |
| 1. Is there any complaint against the contractor?

***(Zero occurrence = Good,*** ***1-3 occurrences = Fair,*** ***>3 occurrences = Poor)***  |  |  |  |  |
| **Total points scored**  |  |  |
| **Total Score (percentage, %)****calculated using the (total points scored divided by 10) multiply by 100** |  |  |

## Scoring Interpretation

Use **Table A** below, circle the performance category from the total score tabulated.

**Note: The contractor will be considered as having a poor safety performance (Category C below) if there is any occurrence indicated in Q1 above.**

**Table A**

|  |  |  |
| --- | --- | --- |
| **Performance Category** | **Score Range** | **Safety Performance Description and Future Action** |
| **A** | Score > 80% | **Good** - maintain standard and strive for continual safety improvements |
| **B** | Score between 60% to 80%  | **Fair** - standard can be further improved |
| **C** | Score <60%  | **Poor** - remove from service or request the contractor management to act immediately by submitting action plan to NTU which has to be re-evaluated in 6 months’ time |

Evaluated by: Signature/ Date:

 (NTU PIC)

Acknowledged by: Signature/ Date:

 S/D/C Management

Additional comments (if any):