

|                                    |   |     |   |     |   |     |
|------------------------------------|---|-----|---|-----|---|-----|
| <b>Title</b>                       | Mid-point progress review (After Completion of SLM)     |     |   |     |   |     |
| <b>Target Population</b>           | Field Engineers, Field Specialists & Equipment Operator |     |   |     |   |     |
| This requirement is applicable to: | ✓   | JFE | ✓ | FST | ✓ | EOT |
|                                    | ✓   | FE1 | ✓ | FS1 | ✓ | EO1 |
|                                    | ✓   | FE2 | ✓ | FS2 | ✓ | EO2 |
|                                    |   |     | ✓ | FS3 | ✓ | EO3 |
|                                    |   |     |   |     | ✓ | GEO |

**Objective:**

The purpose of this mid-point progress review is for the employee to have a closed session with the FSM and mentor to:

1. Review his progress with regards to completing Section A of CMS and the Introductory Tasks.
2. Identification of other tasks and action plan to complete them. The completion of these tasks are crucial to the success of your final assessment which is your appraisal to determine your eligibility to move up to the next level in your position.

**Tasks:**

To meet the FSM and mentor to schedule a session at least 1 month before reaching mid-point of his respective phase:


- Review the Section A of CMS and the Introductory Tasks that have been completed and undergo questions and answers session with FSM and mentor.
- Review the tasks that have been completed at the time of the meeting.
- Agree on action plan for incomplete tasks or tasks that have been completed but have not met the required standard of competency. Please use the Promotion Booklet as a guide

**REVIEW CHECKLIST:**

| SECTION  | TASKS  | REQUIRED<br>(Pls "✓" if yes) | STATUS<br>(Pls "✓" if completed) |
|----------|--|------------------------------|----------------------------------|
| <b>A</b> | <b>LEARNING</b>                                |                              |                                  |
| A1       | Fundamental Modules                            | ✓                            | ✓                                |
| A2       | CTS SOP  | ✓                            | ✓                                |
| A3       | Quality Management                             | ✓                            | ✓                                |
| A4       | HSSE Policy                                    |                              |                                  |
| <b>B</b> | <b>TASKS</b>                                   |                              |                                  |
| B1       | Introductory Tasks                             |                              |                                  |
| B2       | Task Sheet (detail refer to Promotion Booklet) | ✓                            | ✓                                |
| B3       | Technical Presentation                         | ✗                            |                                  |
| B4       | OJT  | ✓                            | ✓                                |
| <b>C</b> | <b>ASSESSMENT</b>                              |                              |                                  |
| C1       | Breakout Job Presentation                      |                              |                                  |
| C2       | Service Quality Improvement Project (SQIP)     |                              |                                  |
| <b>D</b> | <b>IWCF</b>                                    | ✓                            | ✓                                |

FSM / OM Comments & Recommendation:

- Personnel completed task given to him.

|           |   |             |         |
|-----------|---|-------------|---------|
| Signature |  | Review Date | 20/1/23 |
| Name      | RIDHMAN AZIZAN  | Position    | FSM     |