

Title	Mid-point progress review (After Completion of SLM)			
Target Population	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:

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

FSM / OM Comments & Recommendation:

- personnel completed task given to him.

Signature		Review Date	20/12/23
Name	Rishabh Agarwal	Position	FSM