**CONFIDENTIAL**

**FORM**

**G06**

**CREW APPRAISAL**

**Section 1 – Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Rank: |  |
|  | Given Middle Surname |  |  |
|  |  |  |  |
| Vessel: |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appraisal Period: | From: |  | To: |  |

**Section 2 – Occasion for report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **A** – Routine quarterly appraisal |  | **B1** Completion of Contract |  | **C** Recommendation for promotion |
|  | **B2** Transfer to another Vessel |  | **D** Recommendation for Dismissal |
|  | **B3** After repatriation for illness/injury |  | **O** Other (specify in section 5) |

**In the following sections, the crew member’s ability should be rated against the following scale:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NA** | **1** | **2** | **3** | **4** | **5** |
| Not Applicable | Unacceptable standard | Improvement needed | Meets required standard | Exceeds required standard | Far exceeds required standard |

**Section 3 – Personal Development**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Conduct and Attitude** | (a) Safety |  |  | **Judgment and Common Sense** | (a) Ability to comprehend instructions |  |
| (b) Security |  | (b) Problem solving |  |
| (c) Reliability |  | (c) Issue instructions/ resolve issues (Officers) |  |
| (d) Sobriety |  | **Leadership** | (a) Training of Juniors |  |
| (e) Teamwork & Cooperation |  | (b) Team leadership quality |  |
| (f) Treatment of equipment |  | (c) Commands respect from juniors |  |

**Section 4 – Professional Ability**

**3A – All personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Knowledge of the MyriadSea Management System MSMS | |  |
| 2 | Safety in all spaces | |  |
| 3 | Knowledge of ship’s equipment | |  |
| 4 | Knowledge and use of emergency equipment | |  |
| 5 | Response to emergencies | |  |
| 6 | Cleanliness of own accommodation | |  |
|  | | | |
| During the appraisal period, has the crew member demonstrated, through onboard training and experience, continued competence in fire-fighting, survival techniques and the use of life-saving and fire-fighting equipment? | | **Yes / No** | |

**3B – Officers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deck Officers** | | | **Engineering Officers** | | |
| 1 | General Watchkeeping ability |  | 1 | General Watchkeeping ability |  |
| 2 | Chart-work and navigation |  | 2 | General engineering knowledge – Theoretical |  |
| 3 | Knowledge of electronic navigation aids |  | 3 | General engineering knowledge - Practical |  |
| 4 | Radar observation |  | 4 | Knowledge of refrigeration systems |  |
| 5 | Ship handling and collision avoidance |  | 5 | Machine shop proficiency |  |
| 6 | Cargo knowledge, planning and stowage |  | 6 | Knowledge of control equipment and automation |  |
| 7 | Stability knowledge |  | 7 | Knowledge of electrical systems |  |
| 8 | Harbour watchkeeping and control of stevedores |  | 8 | Welding proficiency |  |
| 9 | Safety awareness and management |  | 9 | Safety awareness and management |  |
| 10 | Practical knowledge of ship’s deck machinery and cargo equipment |  | 10 | Knowledge of and ability to maintain equipment outside of engine room |  |
| 11 | Competence in expediting cargo matters and repairs |  | 11 | Competence in expediting repairs |  |

**Section 5 – Comments/ Observations**

|  |
| --- |
| **My report on the *conduct, experience and ability* of the above seafarer is as follows:** |
|  |

|  |
| --- |
| **My report on the *behavior and reliability* of the above seafarer is as follows:** |
|  |

**Section 6 – Recommendations**

|  |  |  |
| --- | --- | --- |
| 1 | Do you recommend that the above crew member be promoted? | **Yes / No** |
| 2 | Do you recommend that the above crew member be re-employed? | **Yes / No** |
| If **no**, please explain precisely why not: | | |
| 3 | Do you recommend that the above crew member receive specific training? | **Yes / No** |
| If **yes**, in what area(s) is training recommended? | | |

**Notes:**

The Master or Chief Engineer is to bring to the attention of the crew member being appraised those areas in which they have been assessed as requiring improvement, and is to provide feedback, coaching and support to enable them to improve in those areas.

If this report is being used in support of a recommendation for dismissal it must be completed in full, comprehensively indicating the reason for the recommendation that is being made.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Master  Chief Engineer |  |  |
|  | |  | Printed Name and Signature\* | Date (DD-MTH-YYYY) |

\* Physical signature required for appraisals in support of dismissal (type D) or promotion (type C). All others may be submitted electronically with full name typed. Form Version 02.