



Date: 21.03.2023
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Circular No. : 2023.002

To whom it may concern

Please find here attached the quality form F-QP11-04 "Service Suppliers Performance Evaluation Record", which needs to be filled in, stamped and signed by the Surveyor after each survey where service suppliers are involved, in order for us to keep updated records for the performance of VEGA Register approved service suppliers.

Your kind cooperation in this matter will be highly appreciated, as it will help us maintain consistency with our quality system.

Thank you for your kind attention.

Yours Truly,

Gokhan BUYUKERDOGMUS
VEGA Register

Attachments: F-QP11-04 "Service Suppliers Performance Evaluation Record"





Service Suppliers Performance Evaluation Record F-QP11-04

Company Name : _____
 Name(s) of Operator(s) : _____
 Category : _____
 Reviewer(s) : _____
 Date of Evaluation : _____
 Job Performance : _____

Evaluation Item	Service Rating				
	5	4	3	2	1
1. General Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Achievement of Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Other (like health, physical condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor

Performance Summary
What are the service supplier's strongest points?
What are the service supplier's weakest points?
Other comments

Explanation Notes:

1. **Supplier's Company Name:** The job description for which the Service supplier's is evaluated.
2. **Surveyors:** *Note: For several positions and/or periods, equivalent number of Evaluation form should be completed.*
3. **Evaluation items:**
 - 1) **General quality of work:**
The accuracy and effectiveness for the undertaken actions and duties.
 - 2) **Dependability:**
Credibility, reliability for undertaken duties, sense of responsibility.
 - 3) **Job Knowledge:**
Knowledge field relevant to the undertaken duties and the competence of the service suppliers.
 - 4) **Communication skills:**
Ability to communicate with personnel of the Society for professional matters.
 - 5) **Productivity:**
Ability to finish undertaken work in a normal period of time (quickly and correctly)
 - 6) **Equipment:**
Condition of Equipment used. Certification/ calibration of equipment.