



Employee HSE Competence Assessment Record

I. Basic Information (Integrating Standardized Fields and Business Relevance)

Serial No.	Item	Content to be Filled (Clarifying Post Attributes and Assessment Type)
1	Record No.	CLADDING-HSE-PD-49
2	Assessment Period	From ____ year ____ month ____ day to ____ year ____ month ____ day (3 months after entry for new employees; calendar year for annual assessment)
3	Record Date	____ year ____ month ____ day
4	Assessee Information	Name: _____ Employee No.: _____ Department: (Warehousing Department / Transportation Department / Equipment Department / Installation Department) Post: (Dangerous Goods Manager / Forklift Driver / Maintenance Technician / Installer) Years of Service: _____ years
5	Assessment Type	<input type="checkbox"/> Regular Assessment (Annual / Semi-Annual) <input type="checkbox"/> Special Assessment (Hazardous Chemical Handling / High-Altitude Work) <input type="checkbox"/> Pre-Onboarding

		Assessment (New Employees / Post Adjustment) <input type="checkbox"/> Post-Accident Assessment (Re-training after Violation / Accident)
6	Assessment Team Information	Assessment Team Leader: (Position: , Qualification: HSE Engineer / Registered Safety Engineer) Assessment Members: (Team Leader), (HSE Supervisor)
7	Assessment Basis	① "Company HSE Responsibility System", "Post Safety Operation Procedures" ② "HSE On-Site Emergency Response Card (V2.0)", "Company HSE Overall Emergency Response Plan for Emergencies (V3.0)" ③ Employee HSE Training Record (No.: _____) ④ "Special Equipment Safety Law", "Regulations on the Safety Management of Hazardous Chemicals"

II. Assessment of HSE Knowledge Mastery (Weight: 30%, Embedding Post-Specific Content)

(I) Theoretical Knowledge Assessment (Full Score: 100 Points, Post-Tailored Examination Points)

Assessment Item	Post-Specific Assessment Content (Associated with Business Risks)	Score	Score Obtained	Assessment Method	Assessor	Remarks (e.g., Question Source)
1. HSE Laws and Regulations	① General: "Work Safety Law" - "Three Management	20		<input type="checkbox"/> Written Test (Post-Specific Questions)		Question Source: Company HSE Legal

	<p>Responsibilities, Three Musts", "Obligations of Employees" ②</p> <p>Post-Specific: - Warehousing Post: "Regulations on the Safety Management of Hazardous Chemicals" - Storage Requirements (Distance between Acetylene and Oxygen $\geq 10\text{m}$) - Loading/Unloading Post: "Special Equipment Safety Law" - Forklift Load Limit ($\leq 90\%$ of Rated Load) - Maintenance Post: "Electrical Safety Work Regulations" - Electric Shock Protection (Use of Insulated Tools) - Installation Post: "High-Altitude Work Safety Specifications" - Double-Hook Hanging Requirements for Safety Belts</p>			<p><input type="checkbox"/> Oral Test (Random Question Selection)</p>	<p>Question Bank (Post-Specific Volumes)</p>
2. Company	<p>① General: "Work Permit Management</p>	20		<p><input type="checkbox"/> Written Test <input type="checkbox"/> Oral Test</p>	<p>System Excerpts: Post-</p>

HSE Systems	<p>Measures", "Hidden Danger Investigation and Control System" ② Post-Specific: - Warehousing Post: "Dual-Person, Dual-Lock" Management Process for Hazardous Chemicals, Temperature and Humidity Monitoring Requirements (10-30°C) - Loading/Unloading Post: Forklift "One-Check, Two-Look, Three-Operate" Process (Check Vehicle Condition / Check Environment / Standard Operation) - Maintenance Post: "Tagging and Power Testing" Process for Equipment Maintenance with Power Off - Installation Post: Scaffolding Erection and Acceptance Standards</p>				Specific System Summaries Distributed Before Assessment
3. Post Risk	① Ability to Accurately	20		<input type="checkbox"/> Written Test (Case	Case Source:

<p>Identification</p>	<p>Describe 3 Core Risks of the Post and Corresponding Prevention and Control Measures: - Warehousing Post: Hydraulic Oil Leakage (Block with Absorbent Cotton), Acetylene Explosion (Ventilation and Cooling), Packaging Fire (Extinguish with Fire Extinguisher) - Loading/Unloading Post: Forklift Collision (Speed Limit 5km/h), Suspended Load Falling (Check Lifting Tools), Cargo Tipping (Standard Stacking)</p>			<p>Analysis) <input type="checkbox"/> Oral Test (Risk Description)</p>		<p>Company Post Risk Case Database (Past 3 Years)</p>
<p>4. Emergency Handling Knowledge</p>	<p>① Post-Associated Emergency Scenario Processes (Combined with Response Cards): - Warehousing Post: "Protection - Blocking - Collection" Three-Step</p>	<p>20</p>		<p><input type="checkbox"/> Written Test (Process Description) <input type="checkbox"/> Scenario Simulation (Oral Answer)</p>		<p>Reference Materials: Post-Specific Excerpts from "HSE On-Site Emergency Response Card"</p>

	<p>Method for Hazardous Chemical Leakage - Loading/Unloading Post: "Stop Machine - Rescue People - Alarm" After Forklift Collision (Internal Phone: 8888) - Maintenance Post: "Power Off (Unplug Plug) - Move Person (Insulated Rod) - First Aid" for Electric Shock - Installation Post: "Hemostasis (Compression) - Fixation (Splint) - Medical Treatment" for High-Altitude Fall</p>				
5. Occupational Health Knowledge	<p>① General: Occupational Disease Prevention (Noise / Dust Protection) ② Post-Specific: - Warehousing Post: Replacement Cycle of Gas Mask Filter Cartridges (Organic Vapor Type ≤30 Days) - Maintenance Post: Pressure</p>	20		<p><input type="checkbox"/> Written Test <input type="checkbox"/> Oral Test</p>	<p>Knowledge Source: "Occupational Health Protection Handbook" (Post-Specific Volumes)</p>

	Test Requirements for Insulated Gloves (Once Every 6 Months) - Installation Post: Inspection for Wearing Fall Protection Safety Belts (Secure Buckles)					
Subtotal		100				

(II) Knowledge Mastery Evaluation (Rating by Dimension, Associated with Scores)

Evaluation Dimension	Excellent (90-100 Points)	Good (80-89 Points)	Qualified (70-79 Points)	Unqualified (Below 70 Points)	Corresponding Theoretical Score Range	Remarks (e.g., Application Ability Performance)
Depth of Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		(e.g., Excellent: Can Analyze Legal Clauses with Cases; Unqualified: Can Only Repeat Provisions)
Accuracy of Memory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		(e.g., Excellent: No Omission of Core Risks; Unqualified:

						Omission of ≥ 1 Prevention and Control Measure)
Application Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		(e.g., Excellent: Can Plan Hidden Danger Investigation Routes; Unqualified: Cannot Associate with Actual Operations)
Total Knowledge Assessment Score (Weighted 30%)						(Theoretical Score \times 30%, e.g., Theoretical Score 80 \rightarrow Weighted 24 Points)

III. Assessment of HSE Skill Operation (Weight: 40%, Integrating Practical Scenarios and Standardized Scoring)

(I) Safety Operation Skills (Full Score: 100 Points, Post-Specific Practical Items)

Assessment Item	Post-Specific Assessment Requirements (Aligned with Business Scenarios)	Score	Score Obtained	Assessment Record (Operation Standardization / Process Integrity)	Assessor
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<p>1. Safe Equipment Operation</p>	<p>① Warehousing Post: Handling of Hazardous Chemical Drums (Use Special Fixtures, Light Placement without Collision, Stack Height ≤2 Layers)</p> <p>② Loading/Unloading Post: Forklift Cargo Forking (Alignment Deviation ≤5cm, Stable Lifting without Swaying, No Overloading) ③ Maintenance Post: Motor Disassembly and Assembly (Power Off and Tagging, Tidy Tool Placement, No Missing Parts) ④ Installation Post: Scaffolding Erection (Vertical Pole Spacing ≤1.5m, Horizontal Crossbars, Qualified Acceptance)</p>	<p>20</p>		<p>(e.g., 5 Points Deducted for Too Fast Forklift Lifting; 10 Points Deducted for Drum Collision)</p>	
<p>2. Use of Labor Protection Equipment</p>	<p>① Warehousing Post: Wearing Gas Masks + Anti-Static Clothing (Completed Within 3 Minutes, Qualified Air Tightness Check, Appropriate Strap Tightness) ② Loading/Unloading</p>	<p>20</p>		<p>(e.g., 8 Points Deducted for No Gas Mask Air Tightness Check; 10 Points Deducted for Single-Hook Hanging of Safety Belt)</p>	

	<p>Post: Wearing Safety Helmets + Reflective Vests (Chin Straps Secured, No Vest Twisting, Completed Within 1 Minute) ③</p> <p>Maintenance Post: Wearing Insulated Gloves + Goggles (Check for No Insulation Damage, Clean Lenses, Completed Within 2 Minutes) ④</p> <p>Installation Post: Wearing Safety Belts + Safety Ropes (Double Hooks Hung on Different Secure Points, Rope Length Adjusted to Operating Height + 0.5m)</p>				
<p>3. Hidden Danger Investigation Ability</p>	<p>① On-Site Identification: Identify 3 Hidden Dangers in the Post's Operation Area (Warehousing Area / Loading/Unloading Area) Within 15 Minutes (e.g., Uncovered Drums, Forklift Tire Cracks, Exposed Power Cables) ②</p> <p>Handling Suggestions: Fill in</p>	<p>20</p>		<p>(e.g., 12 Points Awarded for Identifying 2 Hidden Dangers; 5 Points Deducted for Missing Rectification Measures in Records)</p>	

	"Hidden Danger Investigation Record Form" (Indicate Risk Level, Rectification Measures, Responsible Person)				
4. Emergency Equipment Operation	<p>① Warehousing Post: Extinguishing Simulated Drum Fire with Dry Powder Fire Extinguisher ("Lift, Pull, Squeeze, Sweep" Four-Step Method, Effective Within 30 Seconds, No Re-Ignition) ②</p> <p>Loading/Unloading Post: Operation of Forklift Emergency Stop Button (Stop Within 3 Seconds After Collision, Place "No Start" Warning Sign) ③</p> <p>Maintenance Post: Picking Up Simulated Live Wires with Insulated Rod (Maintain 1m Safe Distance, No Wire Contact) ④</p> <p>Installation Post: Hemostasis and Bandaging with First Aid Kit (Compression Hemostasis + Bandage Fixation for Simulated</p>	20		(e.g., 8 Points Deducted for Not Pulling Fire Extinguisher Safety Pin; 6 Points Deducted for Unsecure Hemostasis Bandaging)	

	Bleeding Wounds, Completed Within 5 Minutes)				
5. On-Site Emergency Handling	<p>① Warehousing Post: Simulated Minor Hydraulic Oil Leakage (Complete "Protection - Blocking (Sandbags) - Absorption (Oil Absorbent Mats) - Collection" Within 5 Minutes)</p> <p>② Loading/Unloading Post: Simulated Forklift Collision with Shelves (Complete "Stop Machine - Check Personnel - Set Up Warning - Report" Within 5 Minutes)</p> <p>③ Maintenance Post: Simulated Electric Shock During Maintenance (Complete "Power Off - Move Person - Check Consciousness - Call for Help" Within 5 Minutes)</p> <p>④ Installation Post: Simulated Minor High-Altitude Fall (Complete "Hemostasis - Fixation - Transfer to Safe Area -</p>	20		(e.g., 10 Points Deducted for Not Taking Protection First in Leakage Handling; 5 Points Deducted for Not Reporting)	

	Report" Within 5 Minutes)				
Subtotal		100			

(II) Skill Level Evaluation (Rating by Dimension, Associated with Practical Scores)

Evaluation Dimension	Excellent	Good	Qualified	Unqualified	Corresponding Practical Score Range	Remarks (e.g., Proficiency Performance)
Operation Standardization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90-100 / 80-89 / 70-79 / <70	(e.g., Excellent: Operations Fully Comply with Procedures; Unqualified: Non-Compliant Operations Exist)
Proficiency Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		(e.g., Excellent: Time Overrun ≤30 Seconds; Unqualified: Time Overrun >2 Minutes)
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		(e.g., Excellent: Can Handle Unexpected Situations; Unqualified:

							Stuck When Facing Problems)
Total Skill Assessment Score (Weighted 40%)							(Practical Score × 40%, e.g., Practical Score 85 → Weighted 34 Points)

IV. Evaluation of HSE Behavioral Performance (Weight: 20%, Combining Standardized Observation and Post Behaviors)

(I) Daily Behavior Observation (During Assessment Period, Post-Tailored Observation Items)

Observation Item	Post-Specific Observation Content	Observation Period	Excellent	Good	Qualified	Unqualified	Evaluation Notes (Specific Behavior Records)
1. Compliance with Rules and Regulations	① Warehousing Post: Whether Hazardous Chemicals Are Mixed (Distance Between Oxygen and Acetylene Meets Standards), Whether Smoking Occurs in Warehouses ②	Assessment Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e.g., Excellent: No Violations During Entire Period; Unqualified: 2 Instances of Forklift Over-Speeding)

	<p>Loading/Unloading Post: Whether Forklifts Exceed Speed Limit ($\leq 5\text{km/h}$), Whether Single-Fork Forking Is Used ③</p> <p>Maintenance Post: Whether Maintenance Is Conducted Without Power Off, Whether Damaged Tools Are Used ④</p> <p>Installation Post: Whether Work Is Conducted Without Hanging Safety Belts, Whether Scaffolding Is Accepted</p>						
2. Safe Behavior Habits	<p>① Warehousing Post: Whether Drum Seals Are Checked Daily, Whether Temperature and Humidity Are Recorded</p> <p>② Loading/Unloading Post: Whether Forklift Conditions Are Checked Before</p>	Assessment Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e.g., Good: 1 Missed Temperature and Humidity Record per Week; Qualified: 3 Instances of Not Checking Vehicle

	<p>Operations (Tires / Brakes)</p> <p>③ Maintenance Post: Whether Tools Are Cleaned After Operations, Whether Power Is Turned Off</p> <p>④ Installation Post: Whether Safety Belt Buckles Are Checked Before Operations, Whether Warning Zones Are Set Up</p>						Condition s)
3. Participati on in Safety Activities	<p>① Participation in HSE Training (Attendance Rate ≥90%), Safety Meetings (Speak ≥1 Time/Month) ② Participation in Emergency Drills (Standard Operations, No Absence)</p>	Assessm ent Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e.g., Excellent: Full Attendan ce in Training + Excellent Performa nce in Drills; Unqualifi ed: 2 Absences from Training)
4. Reporting of Safety Issues	① Number of Hidden Dangers Reported (≥1 Valid Hidden Danger/Month)	Assessm ent Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e.g., Good: 2 Hidden Dangers Reported; Qualified: No

	② Safety Suggestions Proposed (≥1 Adopted Suggestion/Quarter)						Suggestions Proposed)
5. Team Collaboration	① Reminding Colleagues of Violation Behaviors (≥1 Time/Month) ② Assisting New Employees in Familiarizing with Safety Processes (If There Are New Employees)	Assessment Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e.g., Excellent: 3 Reminders of Violations ; Unqualified: No Assistance to New Employees)

(II) Behavioral Performance Scoring (Multi-Dimensional Weighting, Retaining Assessor Signatures)

Assessor	Post	Score (100-Point Scale)	Comments (Behavioral Strengths / Weaknesses)	Signature	Date
Team Leader			(e.g., "Forklift Operations Are Standard, but Occasionally Fails to Check Vehicle Conditions")		
Department Head			(e.g., "Timely Reporting of Hidden Dangers, but Safety		

			Suggestions Lack Targetedness")		
HSE Supervisor			(e.g., "No Violations During Entire Period, Excellent Performance in Emergency Drills")		
Average Behavioral Performance Score			(Total Score = (Team Leader Score + Department Head Score + HSE Supervisor Score) / 3)		
Total Behavioral Assessment Score (Weighted 20%)			(Average Score × 20%, e.g., Average Score 80 → Weighted 16 Points)		

V. Evaluation of HSE Performance Results (Weight: 10%, Combining Standardized Score Deduction/Addition and Business Performance)

(I) Accident and Violation Records (Quantitative Deduction, Associated with Post Risks)

Item	Post-Specific Deduction Standards	Number of Occurrences	Deduction per Occurrence	Total Deduction	Remarks (Specific Incident Records)
Responsible Accidents	① Warehousing Post: Hazardous Chemical Leakage		20		(e.g., "Forklift Collision)

	<p>Causing Pollution (-20 Points/Occurrence) ②</p> <p>Loading/Unloading Post: Forklift Collision Causing Equipment Damage (-20 Points/Occurrence) ③</p> <p>Maintenance Post: Electric Shock Causing Personnel Injury (-20 Points/Occurrence) ④</p> <p>Installation Post: High-Altitude Fall Causing Personnel Injury (-20 Points/Occurrence)</p>				with Shelves in May 2026, 20 Points Deducted")
Major Violations	<p>① Warehousing Post: Mixed Storage of Oxygen and Acetylene (-10 Points/Occurrence) ②</p> <p>Loading/Unloading Post: Forklift Overloading $\geq 20\%$ (-10 Points/Occurrence) ③</p> <p>Maintenance Post: Maintenance Without Power Off (-10 Points/Occurrence) ④</p> <p>Installation Post: Work Without Hanging Safety Belt (-10</p>		10		(e.g., "No Safety Belt Worn in June 2025, 10 Points Deducted")

	Points/Occurrence)				
Minor Violations	<p>① Warehousing Post: Uncovered Drums (-5 Points/Occurrence)</p> <p>② Loading/Unloading Post: Forklift Over-Speeding (-5 Points/Occurrence)</p> <p>③ Maintenance Post: Messy Tool Placement (-5 Points/Occurrence)</p> <p>④ Installation Post: Unset Warning Zones (-5 Points/Occurrence)</p>		5		(e.g., "Forklift Over-Speeding in July 2025, 5 Points Deducted")
Unrectified Hidden Dangers	<p>① Failure to Rectify Own Post's Hidden Dangers on Schedule (-2 Points/Occurrence)</p> <p>② Failure to Complete Assisted Hidden Danger Rectification (-2 Points/Occurrence)</p>		2		(e.g., "Unrectified Drum Hidden Danger in August 2025, 2 Points Deducted")
Total Deduction					

(II) Safety Contribution Bonus Points (Quantitative Bonus, Encouraging Proactive Actions)

Item	Bonus Standards	Number of Occurrences	Bonus per Occurrence	Total Bonus	Remarks (Specific Contribution Records)
Identification of Major Hidden Dangers	① Warehousing Post: Identification of Acetylene Cylinder Leakage (+5 Points/Occurrence) ② Loading/Unloading Post: Identification of Forklift Brake Failure (+5 Points/Occurrence) ③ Maintenance Post: Identification of Electrical Short-Circuit Hidden Dangers (+5 Points/Occurrence) ④ Installation Post: Identification of Scaffolding Fractures (+5 Points/Occurrence)		5		(e.g., "Identification of Forklift Brake Failure in September 2025, 5 Points Added")
Proposal of Important Suggestions	① Suggestions Adopted to Reduce Risks (e.g., "Drum Elevation Plan") (+3 Points/Occurrence) ② Optimization of Safety Processes (e.g., "Simplified Hidden Danger Reporting Process") (+3 Points/Occurrence)		3		(e.g., "Proposal of Drum Elevation Plan in October 2025, 3 Points Added")

Prevention of Accidents	① Timely Prevention of Violation Behaviors (e.g., "Stopping Work Without Safety Belt") (+10 Points/Occurrence) ② Emergency Handling to Avoid Loss Expansion (e.g., "Rapid Blocking of Leakage") (+10 Points/Occurrence)		10		(e.g., "Stopping Work Without Safety Belt in November 2025, 10 Points Added")
Outstanding Safety Performance	① No Violations in the Year + ≥5 Hidden Dangers Reported (+5 Points) ② Rated "Excellent" in Emergency Drills (+5 Points)		5		(e.g., "No Violations in 2025, 5 Points Added")
Total Bonus					

(III) Total Performance Assessment Score (Weight: 10%)

Item	Calculation Method	Score	Remarks
Basic Performance Score	100 Points (Default Score for No Violations or Accidents)	100	
Final Performance Score	Basic Performance Score - Total Deduction + Total Bonus		

Total Performance Assessment Score (Weighted 10%)	Final Performance Score × 10%		(e.g., Final Performance Score 88 → Weighted 8.8 Points)
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VI. Comprehensive Competence Evaluation (Integrating Multi-Dimensional Scores, Clarifying Levels and Improvement Directions)

(I) Summary of Assessment Scores (Weighted Calculation)

Assessment Dimension	Weight	Individual Score	Weighted Score	Remarks (Calculation Process)
HSE Theoretical Knowledge	30%			(e.g., Theoretical Score 80 × 30% = 24 Points)
HSE Skill Operation	40%			(e.g., Skill Score 85 × 40% = 34 Points)
HSE Behavioral Performance	20%			(e.g., Behavioral Score 80 × 20% = 16 Points)
HSE Performance Results	10%			(e.g., Performance Score 88 × 10% = 8.8 Points)
Final Score	100%			(24 + 34 + 16 + 8.8 = 82.8 Points)

(II) Competence Level Determination (Corresponding to Score Ranges, Clarifying Post Suitability)

Level	Score Range	Assessment Result	Post Suitability Description	Checkbox
Excellent	90-100 Points		Possesses Post HSE Guidance Ability; Can Participate in New Employee Mentoring and Emergency Drill Demonstrations	<input type="checkbox"/>
Good	80-89 Points		Fully Meets Post HSE Requirements; No Post Risk Hidden Dangers	<input type="checkbox"/>
Qualified	70-79 Points		Basically Meets Post HSE Requirements; Targeted Improvement Needed for Shortcomings (e.g., Skills / Knowledge)	<input type="checkbox"/>
Unqualified	Below 70 Points		Does Not Meet Post HSE Requirements; Suspended from Work; Mandatory Re-Training and Re-Assessment Required	<input type="checkbox"/>

(III) Competence Improvement Suggestions (Divided into Strengths, Areas for Improvement, and Training Plans)

1. Strengths and Advantages (Combined with Assessment Content, Associated with Post Performance):

(e.g., "Outstanding Hidden Danger Investigation Ability in Warehousing Post; 5 Valid Hidden Dangers Reported During Entire Period; Standard Fire Extinguisher Operation; Simulated Fire Extinguished Within 30 Seconds")

1. Areas for Improvement (Focus on Shortcomings, Corresponding to Assessment Modules):

(e.g., "Overtime of 2 Minutes in Wearing Hazardous Chemical Protection Equipment (Skill Module); Lack of Targetedness in Safety Suggestions (Behavior Module)")

1. Training and Development Suggestions (Clarifying Operable Measures, Associated with Post Needs):

Training Item	Training Method	Completion Deadline	Responsible Department	Verification Method	Remarks (Associated with Shortcomings)
Special Training on Hazardous Chemical Protection Equipment	<input type="checkbox"/> On-Site Practical Operation <input type="checkbox"/> Video Teaching		Quality, Safety and Environmental Protection Department	On-Site Assessment of Wearing (Time Limit: 3 Minutes)	Corresponding to the Shortcoming of "Overtime in Wearing Protection Equipment"
Training on Safety Suggestion Writing Skills	<input type="checkbox"/> Case Explanation <input type="checkbox"/> Group Discussion		Department Head	Submission of 1 Targeted Suggestion	Corresponding to the Shortcoming of "Lack of Targetedness in Safety Suggestions"
Re-Training on Post Emergency Handling	<input type="checkbox"/> Simulated Drills <input type="checkbox"/> One-on-One Guidance		Team Leader	Re-Assessment of Emergency Handling Scenarios	(e.g., Add This Item If Emergency Handling Steps Are Missing)

VII. Assessment Confirmation (Clear Responsibilities, Retaining Signature Columns)

Role	Opinion (Clearly Stating Whether the Result Is Recognized)	Signature	Date
Assessee	I have been informed of the assessment result and improvement suggestions, and <input type="checkbox"/> recognize <input type="checkbox"/> do not recognize the result (Explanation for Non-Recognition: _____)		
Assessment Team	This assessment was conducted in strict accordance with standards; the result is true and valid. It is recommended to <input type="checkbox"/> implement the improvement plan <input type="checkbox"/> suspend work for re-training <input type="checkbox"/> award the title of "HSE Backbone" (for Excellent Level)		
Department Head	Approve the assessment result; will supervise the assessee to implement the improvement plan to ensure the overall HSE competence of the department meets standards		
Quality, Safety and Environmental Protection Department	Review the assessment process and result; comply with the company's		

	HSE assessment standards; approve archiving. Unqualified employees must re-submit the assessment record after re-training		
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VIII. Appendix List (Standardized Archiving, Associated with Assessment Process)

Serial No.	Appendix Name	Number of Pages	Remarks (Associated with Assessment Modules)
1	Theoretical Knowledge Assessment Paper (Post-Specific)		Corresponding to the "Theoretical Knowledge Assessment" Module; Including Answer Sheets and Scoring Standards
2	Skill Operation Assessment Record		Corresponding to the "Skill Operation Assessment" Module; Including 3-5 On-Site Photos and Scoring Sheets
3	Behavior Observation Record Form		Corresponding to the "Behavioral Performance Evaluation" Module; Including Daily Observation Records and Assessor Signatures
4	Accident / Violation and Safety		Corresponding to the "Performance Results Evaluation" Module;

	Contribution Records		Including Violation Penalty Notices, Hidden Danger Reporting Screenshots, and Suggestion Adoption Certificates
5	Training Records (Associated with Improvement Suggestions)		Corresponding to the "Competence Improvement Suggestions" Module; Including Sign-In Sheets and Courseware Excerpts of Completed Training
6	Other Supporting Materials		(e.g., Emergency Drill Certificates, HSE Backbone Recommendation Forms)

Filling Instructions and Archiving Requirements

1. Filling Standards: All assessment content must be based on the assessee's actual post; "one-size-fits-all" is prohibited. On-site photos must be attached to practical operation assessments, and test papers must be attached to theoretical assessments. Supporting materials (e.g., violation notices, suggestion adoption notices) must be attached to score deductions/bonuses.
2. Archiving Management: This record shall be uniformly archived by the Quality, Safety and Environmental Protection Department with a retention period of ≥ 3 years. Records of Excellent Level and pre-onboarding assessments shall be simultaneously copied to the Human Resources Department as the basis for post adjustment and merit evaluation.
3. Handling of Unqualified Assessments: Unqualified employees must complete re-training within 1 month and can only return to work after passing the re-assessment. The re-assessment record shall be archived together with the original record, marked with "Qualified After Re-Training".
4. Dynamic Update: When the assessee's post is adjusted, a new pre-onboarding assessment must be conducted. The original record shall be retained as historical archives and shall not replace the assessment record of the new post.

Issuance Date: January 1, 2025