



## Task Evaluation Checklist

### 1. Employee Information

Worker ID: \_\_\_\_\_ Worker Name: \_\_\_\_\_

Employer Name: \_\_\_\_\_

### 2. Evaluator Information

Evaluator ID: \_\_\_\_\_ Evaluator Name: \_\_\_\_\_

Employer Name: \_\_\_\_\_

### 3. Task Information

Task #: \_\_\_\_\_ Task Description: \_\_\_\_\_

### 4. Additional Documentation Needed for this Evaluation

- Copy of company procedures applicable to this task – Procedure Version #: \_\_\_\_\_
- Copy of equipment specific/manufacture's manuals applicable to this task

### 5. Method of Evaluation

- ☐ A. Oral/Written & Observation during Performance-on-the-Job    ☐ B. Oral/Written & Observation of Performance by Simulation
- ☐ C. Oral/Written & Observation during On-the-Job Training    ☐ D. Observation during Simulation
- ☐ E. Observation during On-the-Job Training

Item #	Task/Checklist Item Description – AOCs, Knowledge, Skills, & Ability	Knowledge/Skill/Ability Verification Methods (Place an "X" in all that apply for each item)				
		Oral or Written	By Performance	By Discussion	N/A for this Item	No PASS
<b>AOCs</b>	Individual able to recognize and react to the applicable AOCs as outlined in the OQ Written Plan and/or company approved procedures					
<b>1</b>	Demonstrated the knowledge to perform this task in accordance with company approved procedures					
<b>2</b>	Demonstrated the skills, and ability to perform this task in accordance with company approved procedures					
<b>3</b>	Demonstrated the knowledge to operate applicable equipment in accordance with the recommended manufacturer's operating instructions					
<b>4</b>	Demonstrated the skills, and ability to operate applicable equipment in accordance with the recommended manufacturer's operating instructions					

### 6. Evaluation Information

Type of Evaluation:    ☐ Initial    ☐ Re-Evaluation

Worker has successfully passed this performance evaluation using one of the evaluation methods listed above in accordance with company approved procedures:    ☐ Yes    ☐ No

Evaluation Date: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_