

Contractor Performance Report

CONFIDENTIAL WHEN COMPLETED

(Refer to [Guideline for Contractor Performance Reporting -50-PR-047](#))

CPR creation date:

Contract Details			
Contract No.		Percentage complete at date of report	
Contract Title			
Program		Project	
Contractor's Company / Organisation Name			
Contract Category			
Contract Scope Summary			
Contractor's Representative	Name		Position
	Tel/Mobile		Email
Reason for Report	Progress	March	September
	Key Milestone	Practical Completion Finalisation	Unsatisfactory performance Termination
Contract Price		Contract Price as Varied	
Contract Start Date			
Original Date for Completion		Adjusted Contractual Completion Date	

Contractor's Performance

Evaluation Criteria:	Not Applicable (PSC's only)	A Unsatisfactory [#] 0 Points	B Marginal 3 Points	C Acceptable 5 Points	D Good 7 Points	E Superior [#] 10 Points
Cost management Comments:						
Time management Comments:						
Standard of work Comments:						
Auditing Comments:						

Evaluation Criteria:	Not Applicable (PSC's only)	A Unsatisfactory [#] 0 Points	B Marginal 3 Points	C Acceptable 5 Points	D Good 7 Points	E Superior [#] 10 Points
Personnel Comments:						
Subcontractor/subconsultant Comments:						
Contract administration Comments:						
Claims Comments:						
Co-operative relations Comments:						
Design Comments:						
OHS&R Comments:						
Rail safety* Comments:						
Reliability of operation* Comments:						

Evaluation Criteria:	Not Applicable (PSC's only)	A Unsatisfactory [#] 0 Points	B Marginal 3 Points	C Acceptable 5 Points	D Good 7 Points	E Superior [#] 10 Points
Authority approvals Comments:						
Industrial relations* Comments:						
Environmental management* Comments:						
Community relations* Comments:						
Overall Performance:	(Below 30%) Unsatisfactory	(30% to 49%) Marginal	(50% to 62%) Acceptable	(63% to 84%) Good	(85% and over) Superior	
Suitable for further work:	Suitable	Not Suitable [^]	If "Not Suitable", contact Project Director, Technical Director, or Director Projects to discuss reasons.			

* May not be applicable for some Professional Service Contracts (PSC's) [^] If "Not Suitable" is ticked, detailed reasons must be given.

[#] Wherever superior or unsatisfactory score is given, evidence must be provided in the form of explanation in the comments section where this score has been given.

The unsatisfactory aspects were discussed with the Contractor / PSC at a meeting held:

General Comments:

