HEXATECH	**Employee Competency Report**	Issue No.: 1 Revision No.: 0	Document Effective Date: 01 Mar 2017	Page 1 of 1 Document Ref: HRA-REC-ECR

Date of Report:			Tertiary Education								Professional Qualification / Competency Skills														Training / Workshop / Seminar Already Attended															Ability to perform current role & responsibility (To be filled by Office Administrator based on feedback from managers in-charge or head of department)	Remarks
No.	Name	Appointment	MCE / SPM	HSC / STPM	CERTIFICATE	DIPLOMA	ADVANCE DIPLOMA	DEGREE	MASTERS		PROFESSIONAL ENGINEER	CHARGEMAN AO	WIREMAN PW4	GREEN BUILDING INDEX											ISO9001:2008 AWARENESS	MS OUTLOOK	FIRE SAFETY	ELECTRICAL ADVANCE	AIRCOND MAINTENANCE													
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Prepared by:	Checked by:	Approved by:	Recorded by:
Signature:	Signature:	Signature:	Signature:
Name:	Name:	Name:	Name:
Appointment: HR Manager	Appointment: ISO Manager	Appointment: MD	Appointment: HR Executive
Date:	Date:	Date:	Date: