

ADJUDICATOR PERFORMANCE REVIEW

Notes

1. The Claimant/Respondent shall fill in the Adjudicator Performance Review upon receiving the adjudication decision.
2. The Adjudicator Performance Review shall be returned to the HKIS's office for record / follow-up purpose.

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| Name of adjudicator | |
| Date of appointment | |
| Date of receiving adjudication decision from the HKIS | |

To be completed by the Claimant/Respondent

| Assessment Attributes | Rating | | | | Total |
|---|---------------|----------|----------------|----------|-------|
| | Excellent (4) | Good (3) | Acceptable (2) | Poor (1) | |
| Standard of professionalism | | | | | |
| Familiar with the subject matter of the payment dispute | | | | | |
| Act independently and impartially | | | | | |
| Control of progress | | | | | |
| Rate of progress | | | | | |
| Quality of decision given | | | | | |
| Comply with Adjudication Rules | | | | | |
| OVERALL TOTAL SCORE | | | | | |

Adjudicator's average score: _____ Note

Average score equals the overall total score divided by 7 (the number of attributes)

Note:

If the adjudicator's average score is less than 2.0, a further investigation will be carried out by the Adjudicators Admission Sub-Committee (AAC) to consider if it is necessary to impose a 6-month review period on the adjudicator and to inform the adjudicator in writing accordingly. If any adverse feedback is received during the 6-month review period, the adjudicator will be removed from the HKIS panel of adjudicators.

Additional remarks on the adjudicator's performance (if any):

Completed and confirmed by:

Signature: _____

Name of Claimant/Respondent: _____

Date: _____

This Adjudicator Performance Review shall not limit nor prejudice any person's right to lodge a complaint against the adjudicator in accordance with the HKIS's "Procedures of Complaint against Adjudicators" or as a member of the HKIS under any other bye-laws, rules or regulations of the HKIS.