

## Audit Inspection – Performance Appraisal

### Introduction

1. For the purpose of monitoring performance of the permit sites, some sorts of performance indicators with measurement mechanism have to be established. A performance appraisal scheme therefore needs to be devised for such purpose and for commending good performers amongst the road works promoters as well as their contractors.

### Performance Appraisal Scheme

2. To facilitate monitoring performance, the audit checklist items based on the conditions of permit are summarized into the following 8 groups–

- I) Road safety
- II) Site cleanliness
- III) Unattended site
- IV) Inconvenience to the public
- V) Works without authorization
- VI) Publicity
- VII) Protection of underground utilities
- VIII) Workmanship on backfill and reinstatement

3. The audit inspection checklist is prepared to dovetail with the permit conditions. As for general performance indicators of a permit site, a performance appraisal scheme (Annex I) is devised to measure–

- 1) performance % of each group as classified in paragraph 2 above; and
- 2) its overall performance %,

where

i) performance % of each group is calculated as–

$$\left(1 - \frac{\text{total no. of non-compliance sub-items inspected in a group}}{\text{total no. of sub-items inspected in that group}}\right) \times 100\%$$

ii) overall performance % of a permit site is calculated as–

$$\left(1 - \frac{\text{total no. of non-compliance sub-items inspected in all groups}}{\text{total no. of sub-items inspected in all groups}}\right) \times 100\%$$