



Goals and Objectives Reporting Form

- 1. Each department must report to Exec Management on their department customer satisfaction survey quarterly and demonstrate continual improvement. If there is a revision to the data collected, you must incorporate that data before requesting approval and use.** Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

- 2. Demonstrate continual improvement by quarter in each department using an objective measurable matrix approved by Executive level at the beginning of the year. (This matrix is required to be turned in by _____)** Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

- 3. Ensure an efficiency improvement within each department as a % of gross.** Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

- 4. Ensure all CAPA's within your department are answered by the due date.** Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

- 5. Management complete quarterly risk assessments in your area of responsibility and provide with your goals and objectives to executive management.** Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____



6. All Employees must obtain a minimum of 4 hours of Perform Air classroom training per quarter.

Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

7. All Executive Management (Director Level and above) coordinate and conduct a management review quarterly with appropriate staff. PowerPoints to be turned in to Presidents' Executive Administrator after the management review occurs. All goals and objectives for flow down employees with individual results must be submitted with management review.

Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

8. All Department Management must turn in status reports weekly on the server and email copies of the status report to executive management.

Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

9. All Staff participate in the Perform Air International Inc. branding initiative. This must be reported with tangible evidence of an approved branding project within your department. Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____

10. Each Department must provide a quarterly analysis of overall departmental performance and provides opportunities for improvement and ideas to improve one aspect of diamond excellence program within their area of responsibility.

Obtained: _____

Year _____: _____

Year _____: _____

Explanation: _____