


APPROVED WITH:

Resolution of the Management Board of QAZAQ AIR JSC
(Minutes # 19/22 dated 13 October, 2022)



**STATUTE
ON THE PERFORMANCE EVALUATION OF AVIATION PERSONNEL
OF QAZAQ AIR JSC**

Astana, 2022




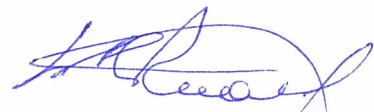
1. General Provisions

1.1 This Statute on the Performance Evaluation of Aviation Personnel (hereinafter – the Statute) of QAZAQ AIR JSC (hereinafter – the Company) has been developed under the laws of the Republic of Kazakhstan, including but not limited to the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan dated 21.09.1994, #156 On Transport in the Republic of Kazakhstan, the Law of the Republic of Kazakhstan dated 15.07.2010 #339-IV On the Use of Airspace of the Republic of Kazakhstan and Aviation Activities, the Rules governing the flight operations organization in civil aviation of the Republic of Kazakhstan (Order of the Minister for Investment and Development of RK dated March 20, 2015 #307), the Rules of professional training of aviation personnel (Order of the Acting Minister for Investment and Development of RK dated February 24, 2015 #159), the Standard training programs to be followed by aviation personnel engaged in ensuring the flight safety (Order of the Minister of Transport and Communications of the Republic of Kazakhstan dated September 28, 2013 #764), regulatory and legal acts in civil aviation of the Republic of Kazakhstan, the Charter of the Company and its internal regulatory documents.

1.2 This Statute defines the purpose, major tasks, and functions of the Performance Evaluation Committee (hereinafter – the PEC) of the Company's aviation personnel, its rights and obligations, the procedure for organizing and conducting performance evaluation, as well as the responsibility of the Company's aviation personnel following the performance evaluation results.

1.3 Performance evaluation is carried out with respect to current employees of the Company, as well as suspended employees for the following jobs related to the aviation personnel:

- 1) Director of Flight Operations;
- 2) Head of the Staff Training Service;
- 3) Chief Pilot;
- 4) Chief Instructor;
- 5) Technical Pilot;
- 6) Safety Pilot;
- 7) Aircraft Commander;
- 8) Co-pilot;
- 9) Line Training Captain (LTC);
- 10) Type Rating Instructor (TRI);
- 11) Ground Instructor
- 12) Synthetic Flight Instructor (SFI);
- 13) Type Rating Examiner (TRE);
- 14) Synthetic Flight Examiner (SFE);
- 15) Head of the Flight Attendant Department;
- 16) Flight Attendant Training Manager;
- 17) Flight Attendant Supervisor;
- 18) Flight Attendant;



- 19) Line Instructor Examiner (Flight Attendant);
- 20) Emergency Equipment and Procedures Instructor;
- 21) Employees of the Aviation Training Center of QAZAQ AIR JSC;
- 22) Technical Director;
- 23) Operational Maintenance Manager;
- 24) Engineer B1;
- 25) Engineer B2;
- 26) Cat. A Mechanic;
- 27) Mechanic.

1.4 Performance Evaluation of Aviation Personnel in the Company referred to in clause 1.3 of the Statute (hereinafter – the Employee and/or Employees) is carried out to:

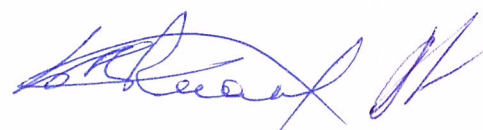
- confirm the Employee suitability for their current (and/or applied) jobs based on the evaluation of their professional theoretical knowledge as well as practical skills and abilities;
- determine the potential and the area of immediate development of personnel, draw up individual and/or group plans for training and development of employees, recommendations on self-development;
- ensure the safety and regularity of flights.

1.5 Scheduled performance evaluation of each Employee, in order to confirm the level of his/her professional theoretical knowledge, as well as practical skills and abilities, is carried out at least once every three (3) years.

1.6 In the event of operational necessity or the adoption of new legislation directly related to the Company operation, an unscheduled performance evaluation may be arranged for all Aviation Personnel Employees.

1.7 The Company may arrange an unscheduled performance evaluation for a separate structural division or an individual Employee in the following cases:

- 1) when an Employee is appointed or transferred to another job (change in functional duties) related to aviation personnel;
- 2) an Employee fails to comply with the flight safety regulation as a result of an aviation event, incident, or accidents;
- 3) an Employee fails to pass the mandatory test of professional theoretical knowledge;
- 4) unsatisfactory evaluation of an Employee's training or testing on flight simulator (Recurrent simulator training, LPC, OPC) (for flight personnel);
- 5) unsatisfactory evaluation of the Line Check of an Employee (for flight personnel);
- 6) unsatisfactory evaluation of the Line Training Under Supervision of an Employee (for flight personnel);
- 7) admission of an Employee to work after a break in flying activity from thirty (30) to ninety (90) days; from ninety (90) to one hundred and eighty (180) days; from one hundred and eighty (180) days and one (1) year; over one (1) year; three (3) years and more under applicable laws (for flight personnel);
- 8) violation of flight safety rules and/or job duties by the Employee.



1.8 The decision on scheduled or unscheduled performance evaluation shall be made by the Chief Executive Officer of the Company by issuing a corresponding order in the manner prescribed by clause 2.3 hereof.

1.9 Employees in the following categories are not subject to performance evaluation:

- who have worked for the Company for less than three (3) months;
- women on maternity leave;
- pregnant women.

Pregnant women may be allowed to be evaluated only with their written consent.

2. Procedure for Performance Evaluation

2.1 Preparation and organization of the performance evaluation is carried out by the Company's Human Resources Department (hereinafter – HRD) and the immediate supervisor of the evaluated person and includes the following measures:

- development of the timing and schedule of performance evaluation (according to the form, under the Annex 1 hereto)

2.2 Development of questions to determine the professional theoretical knowledge based on the regulatory legal acts governing the activities of aviation personnel, as well as practical skills and abilities of the Employee (hereinafter – the Performance Evaluation Tickets) is carried out by the Personnel Training Service (hereinafter – the PTS), the Technical Unit, and the Aviation Training Center (hereinafter – the ATC);

- proposals on the PEC composition
- the questions are revised in view of the relevance of laws.

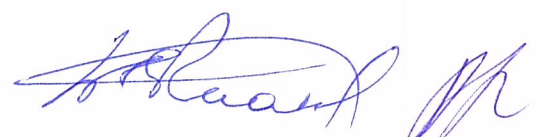
2.3 The performance evaluation is initiated by order of the Chief Executive Officer of the Company, not earlier than one (1) calendar month before the start of the performance evaluation. The same order approves the Performance Evaluation Schedule, the PEC composition and appoints the PEC Secretary, who is not a PEC member.

2.4 The HRD shall, at least one month prior to the evaluation, inform the Employees subject to evaluation of the evaluation timelines, and familiarize them with the performance evaluation order and this Statute against signature. In case of impossibility to familiarize the Employee in person against signature with the information specified in clause 2.3, such Employee will be considered properly acquainted with the evaluation timelines, the performance evaluation order and the Statute, after sending copies of the above documents by courier mail to the Employee by the HRD employees subject to notification. In case of refusal to familiarize with Order, the HRD employees shall draw up a Statement of Refusal.

2.5 The list of regulatory legal acts on professional knowledge testing shall be brought to the attention of the employees being evaluated by the heads of structural divisions at least one (1) calendar month prior to the performance evaluation.

2.6 Performance evaluation tickets are confidential information and shall not be freely distributed. Tickets are kept by the Managing Director of Legal Support, Human Resources and Security.

Tickets are issued to the Secretary of the Performance Evaluation Committee against signature in the form according to the Annex #2.



3. Performance Evaluation Committee

3.1 The PEC consists of at least 6 members with experience as LTC line instructors, ESET, CRM disciplines instructors, BC TRI/TRE line instructors/examiners, ESET, CRM disciplines instructors, Safety Department representatives, as well as aircraft commanders with sufficient flight hours (1,500 hours or more), as well as Technical Director, Operational Maintenance Manager, Airworthiness Maintenance Supervisor (AMS), Engineer with Examiner Certification (assessor), Quality Manager of the Compliance Department.

The PEC is composed of the PEC Chairman, his/her deputy, members of the Commission and a representative of the Employees appointed with order of the Chairman of the Company's Management Board. The PEC may include an independent expert from among the representatives of an authorized civil aviation organization or other competent authorities.

3.2 The Employees' representative for participation in the PEC shall be elected at a general meeting of the Company's Employees by a simple majority of votes with at least 2/3 (two-thirds) of the total actual number of the Company's employees present at the meeting.

3.3 The general meeting of the Company's employees to elect the Employees' representative may be held offline or by remote voting online. In this case, participation in the general meeting of Employees is confirmed by electronic digital signature of the Employee or other electronic means using the Employee authorization and/or identification method.

3.4 The progress and results of the general meeting of the Company's employees on the election of the Employees' Representative shall be recorded by the Secretary and the Employees' and Employer's Representatives in the relevant Minutes in accordance with Annex #3.

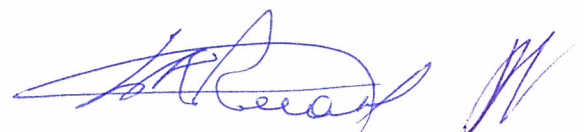
3.5 The PEC personnel are formed so as to eliminate the possibility of conflict of interest in accordance with the relevant Company Policy. In the absence of the PEC Chairman, his/her deputy shall act as Chairman.

3.6 The PEC Secretary is responsible for the organizational work of the PEC (preparation of the PEC meetings, notification of upcoming meetings, completion of the biographical data of the Employees being evaluated in the evaluation sheets, preparation of minutes of the Performance Evaluation Committee meetings). The Secretary is not a member of the PEC and does not participate in the voting.

3.7 The PEC meeting shall be deemed competent if at least two-thirds (2/3) of the PEC members are present. Resolutions are passed by a simple majority of votes of the members of the PEC present at the meeting. In the event of a tie vote the PEC Chairman shall provide the casting vote.

3.8 The Company may establish several PECs for supervised areas of work. The number of PECs is determined based on the number of employees subject to performance evaluation and the established timelines.

3.9 The PEC members and Secretary subject to evaluation shall be evaluated on a general basis. The heads of structural divisions subject to performance evaluation are not included in the Performance Evaluation Committee.



4. Performance Evaluation

4.1 Performance evaluation stages:

- 1) a written test of professional theoretical knowledge;
- 2) an oral interview with an Employee to verify professional theoretical knowledge;
- 3) characteristic of an Employee by his/her direct supervisor in the form according to Annex #4 to this Statute;
- 4) examination by the PEC members of all submitted materials to form the final evaluation of the professional theoretical knowledge, discussion of the characteristics, test of practical skills and abilities of an Employee, as well as compliance of the Employee with the requirements of legislation and regulations of RK in the field of civil aviation and internal regulatory documents of the Company, confirmed by documents specified in clause 4.9 of the Statute (if applicable);
- 5) analysis and evaluation of the compliance of the evaluated Employee with the current (applied) job (work performed);
- 6) preparation of the recommendations;
- 7) familiarization of the evaluated Employee with the performance evaluation results.

4.2 Employees arriving for performance evaluation must have:

- a valid Aviation Personnel Certificate;
- a Flight Record (for Employees of flight personnel);
- documents (certificates) confirming the courses completion to maintain professional competence;
- medical certificate (MFEC – medical flight-expert commission) for Employees of flight personnel.

4.3 After submitting the documents, an Employee is tested on his/her professional theoretical knowledge by giving written answers to questions, after an Employee receives one performance evaluation ticket, which contains 10 questions according to the Annex #5 to this Statute, drawn by him/her personally. The written survey progress and results shall be recorded by the Secretary in the Minutes of the PEC meeting, drawn up in accordance with the Annex #6 hereto.

4.4 An Employee being evaluated has sixty (60) minutes to prepare for the test of professional theoretical knowledge. To assess the answers correctness, a member of the PEC may ask questions to clarify the answers.

4.5 Each member of the PEC evaluates the answers to each question on a five-point scale independently of the others according to the Annex 7.

4.6 At the end of the interview, the Chairman counts the results given by the PEC members and calculates the Cumulative Point Average. The point average is determined by dividing the total number of points scored by the applicant by the number of Committee members present.

4.7 The scores of the Committee members, as well as the Cumulative Point Average achieved by the Employee at the test of professional theoretical knowledge, shall be reflected in the minutes.

4.8 An Employee being evaluated is considered to have passed the evaluation, if the Cumulative Point Average on the test of professional theoretical knowledge is forty (40) points or more.

4.9 Verification of the Employee's professional training and compliance with the civil aviation laws of the Republic of Kazakhstan and the Company's internal regulatory documents also includes verification of practical skills and abilities confirmed by the following documents (if applicable):

- initial training results;
- training results to maintain a professional competence;
- the results of last training and testing in a line/production environment (for flight personnel);
- the results of last training and proficiency testing on simulator (Simulator Recurrent Training/LPC/OPC) (for flight personnel).

4.10 Two (2) days before the PEC meeting, the Committee Secretary shall prepare the following documents:

- two (2) copies of the evaluation sheet;
- an Employee's job description and the Statute on the structural division approved in accordance with the established procedure;
- form of the PEC minutes of the meeting.

4.11 Final score of the PEC for each evaluated Employee is formed by filling out the Evaluation Sheet, according to the form, under the Annex #7 hereto – on the basis of the following measures:

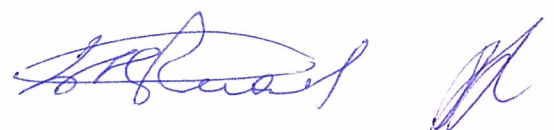
- a written test of professional theoretical knowledge of an Employee being evaluated;
- oral interview to evaluate the professional theoretical knowledge of the evaluated Employee;
- verification of the practical skills and abilities of the evaluated Employee, as well as verification of the Employee's compliance with the civil aviation laws and regulations of RK and the Company's internal regulations, confirmed by the documents specified in clause 4.8 of the Statute (if applicable);
- evaluation of the Employee by his/her immediate supervisor by providing the Employee's characteristic.

4.12 The PEC, after reviewing the materials presented at the meeting, makes one of the following decisions:

- corresponds to the job held;
- does not correspond to the job held.

The PEC may recommend to:

- appointment to a higher (proposed) job is recommended;
- it is recommended to take appropriate practical and theoretical training to obtain the qualification marks (in case of performance evaluation);
- re-evaluation and assessment are recommended in three months;
- it is recommended to terminate the employment contract due to the employee does not correspond to the job held or the work performed due to insufficient qualifications;



- it is recommended to transfer the evaluated employee under the labor laws of the Republic of Kazakhstan in case of his/her consent to another job/position corresponding to his/her qualifications if there is a corresponding vacancy in the Company. In the absence of vacancies or if the Employee does not agree to the transfer to another job/position, the employment contract with him/her may be terminated on the basis of Article 5.1(4) of the Labor Code of the Republic of Kazakhstan.

4.13 The PEC Secretary shall enter the PEC decisions and recommendations in the Evaluation Sheets. The Evaluation Sheets shall be signed in two copies by the PEC Chairman and the Secretary.

4.14 An Employee being evaluated receives one copy of the Evaluation Sheet and signs two copies.

4.15 The Secretary fills out the minutes at the PEC meeting to be signed by all present members of the PEC, the Chairman, the Deputy Chairman, and the Secretary. The PEC minutes of the meeting are stored in the HRD according to the Annex #8 to the Statute. Evaluation Sheets for Employees who have been evaluated shall be kept in their personnel files.

4.16 If an Employee (including a suspended employee) fails to appear for a performance evaluation without a valid reason, the PEC: **not evaluated**. In this case, the Employee is subject to the same measures provided for Employees who received “unsatisfactory” score.

4.17 For Employees who have not been evaluated for valid reasons (temporary disability, paid or other leave, business travel, assignment for training, documented), the PEC decides on their evaluation after they return to work at an additional meeting of the PEC.

4.18 Employees who receive a recommendation from the PEC to be re-evaluated and evaluated after three months are scheduled for a re-evaluation.

5. Performance Evaluation Results

5.1 Upon the results of performance evaluation, the Company’s Chairman shall issue an order approving the PEC decisions within 7 business days.

5.2 Within 3 business days, the HRD shall familiarize the Employee being evaluated with Order on the performance evaluation results against his/her signature. In case of impossibility to familiarize the Employee in person against signature with the Order on the performance evaluation results, such Employee will be considered properly acquainted with the evaluation timelines, after sending copies of the above documents by courier mail to the Employee by the HRD employees subject to notification.

6. Implementation of the PEC decisions.

6.1 Upon completion of the performance evaluation, the HRD shall develop a schedule for re-evaluation of Employees who have received a recommendation from the PEC to complete re-evaluation and assessment in three months, which shall be subject to approval by the Chief Executive Officer of the Company.

7. Appeals against the PEC decisions

7.1. Labor disputes related to the certification are resolved in accordance with the norms and requirements established by the applicable laws of the Republic of Kazakhstan and

internal regulatory documents: by consecutive appeal to the Employer, the Conciliation Commission of the Company and then to the court.

8. Responsibilities in organizing and conducting the Employees evaluation

8.1 The Chairman (Deputy Chairman) of the PEC is fully responsible for the results of the PEC's work and compliance with the Statute.

8.2 The PEC members are personally responsible for the objectivity of knowledge assessment.

8.3 The Head of the structural division is personally responsible for the completeness and objectivity of the characteristics of the evaluated Employee.

8.4 The heads of the Legal Support Department, Personnel Training Service, Technical Unit, Aviation Training Center are personally responsible for the safety and confidentiality, as well as non-disclosure of the Performance Evaluation Tickets.

8.5 The heads of the Personnel Training Service and Aviation Training Center, Technical Unit are personally responsible for the timely development of performance evaluation questions in a number sufficient for a single written certification, for their quality: content, literacy, accurate and brief wording.

8.6 The Head of HRD shall be personally responsible for the timely communication to the evaluated Employees of information about the evaluation timelines, familiarization of the evaluated Employees with the order on performance evaluation and the Statute against signature in the manner prescribed by clause 2.3. of the Statute.

9. Final Provisions

9.1 Amendments and additions hereto shall be approved by the Management Board of the Company.

9.2 The Statute come into force after their approval by the Management Board of the Company.

Agreed by:

Head of Legal Support Department

Full name  (signature)

Head of HR, Occupational Health and Safety Department

Full name  (signature)

Managing Director of Legal Support, Human resources and Assurance

Full name  (signature)

Pilot Training Manager of Training Unit

Full name  (signature)

Head of Compliance Service

Full name  (signature)

Flight Operations Director

Full name  (signature)

Technical Director

Full name  (signature)



Annex #1
Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC

Performance Evaluation Schedule
for Employees of _____
(name of the structural division)

#	Name of the structural division where the Evaluated Employee works	Full name, job of the Evaluated Employee	Performance evaluation date	Note
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

HRD Director

 (signature)

 (Full name)

SD Head

 (signature)

 (Full name)

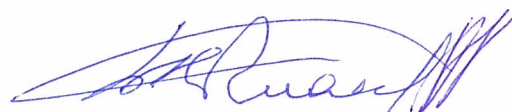


Annex #2

Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC

Performance Evaluation Tickets Logbook

Name of direction or discipline	Number of employees being evaluated	Ticket envelopes (Number and quantity)	Full name, job of the ticket recipient	Signature on receipt



*Annex #3
to the Statute on the Performance
Evaluation
of Aviation Personnel of QAZAQ AIR JSC*

**Minutes of the General Meeting of Employees of the Company
on the Election of the Employees' Representative**

Total employees of the Company _____ people
_____ persons attend the meeting ** (list is attached with full name, job and signature).

AGENDA OF THE MEETING

1. On the Election of the Employees' Representative

ATTENDEES:

Full name, job – proposed to elect (Candidate's full name) the Employees' Representative

Voted:

“For” – _____ persons; “Against” – _____ persons; “Abstained” – _____ persons.

DECIDED:

To elect _____ (full name, job) as the Employees' Representative

Chair of the Meeting

Full name _____

(date) _____

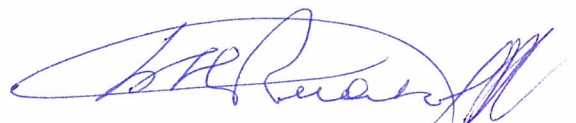
(signature) _____

(date) _____

Secretary

Full name _____


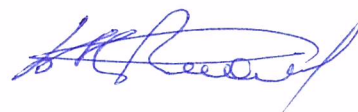
(signature) _____



*Annex #4**Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC***Characteristic of the Employee**

_____, 20____

Issued by (Full name) the Head of the structural division, where the person being evaluated is employed
Name of the Head Job

_____*Job* _____*Full name* _____*Signature* _____

Annex #5
Statute on the Performance Evaluation of
Aviation Personnel of QAZAQ AIR JSC

Answer sheet to the Performance Evaluation Ticket # ____

Answer to Question #1

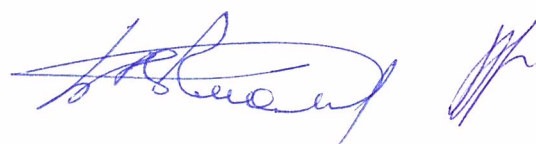
Answer to Question #2

Answer to Question #3

Answer to Question #4

Answer to Question #5

Answer to Question #6



Answer to Question #7

Answer to Question #8


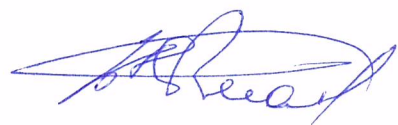
Answer to Question #9

Answer to Question #10

Employee's full name

Date

Signature



*Annex #6
to the Statute on the Performance
Evaluation of Aviation Personnel of QAZAQ
AIR JSC*

**MINUTES
of the PEC meeting**

_____, 20____

Committee Chairman – Full name
Committee Secretary – Full name
Committee members – Full name

Attended by:

2. Full name of the heads of structural divisions where the candidates work.

AGENDA:

1. Employee performance evaluation

(Full name, job and structural division)

Questions to the evaluated employee and his/her answers

Comments and suggestions from PEC members _____

Final score of the evaluated Employee _____

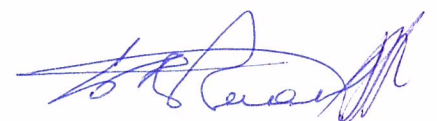
Number of votes for: _____
against: _____

PEC recommendations _____

Committee Chairman _____
(personal signature and printed name)

Committee Secretary _____
(personal signature and printed name)

Committee members _____
(personal signature and printed name)



Annex #7

Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC

Evaluation Sheet

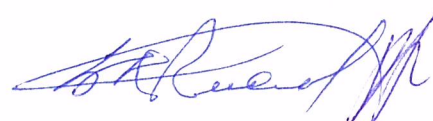
1. Evaluation period from _____ to _____

Full name of the Evaluated Employee:			
Job, structural division:			
LABOR ACTIVITY OF THE EMPLOYEE DURING HIS/HER EMPLOYMENT IN QAZAQ AIR JSC			
JOB	STRUCTURAL DIVISION	EMPLOYMENT PERIOD (from/to: mon./year)	DISCIPLINARY SANCTIONS (type, cause)

ELIGIBILITY		
<i>(to be filled out by the Company's Human Resources Department based on a comparison of the requirements specified in the Job Description and the actual qualifications of the employee) *</i>		
<i>Qualification requirements</i>	<i>Required qualification</i>	<i>Actual qualification of the employee</i>
Education (higher/secondary, specialty, qualification)		
Total work experience in the specialty (total flight time, time in type, entitlement and qualification marks in the certificate)		
CONCLUSION		

2. Assessment of the professional theoretical knowledge of the Employee, in accordance with clauses 4.3. and 4.5. Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC approved with decision of the Management Board dated _____ # _____.

Ticket #: _____
(Filled in manually)



Question #:	1	2	3	4	5	6	7	8	9	10
Points from the PEC member <hr/> <i>Full name</i>										
Points from the PEC member <hr/> <i>Full name</i>										
Points from the PEC member <hr/> <i>Full name</i>										
Points from the Performance Evaluation Committee member <hr/> <i>Full name</i>										
Cumulative Point Average										

Each member of the Performance Evaluation Committee evaluates the answers to each question on a five-point scale independently of the others, where

Score “0” – Employee does not know the answer to the question

Score “1” – Employee does not know most of the material on the question, makes gross mistakes.

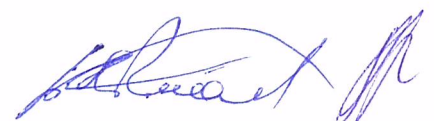
Score “2” – Employee demonstrates poor knowledge, answers uncertainly, usually only to leading questions of the PEC member.

Score “3” – When demonstrating theoretical knowledge, an employee has some difficulties and gives inaccurate answers, makes mistakes when presenting material on the question.

Score “4” – Employee basically knows the required material on the question asked. Answers questions without difficulty. Does not make gross mistakes in oral answers. Makes only minor mistakes in writing.

Score “5” – Employee gives complete answers and understands material on the question asked. Gives correct, conscientious, and confident answers to the questions. If necessary, can give a detailed answer with examples and facts.

The Cumulative Point Average, calculated by dividing the total number of points earned by the applicant by the number of members present (in accordance with paragraph 4.6. Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC approved with decision of the Management Board dated _____ # _____) and is equivalent to _____ points.



3. The final score achieved as a result of performance evaluation

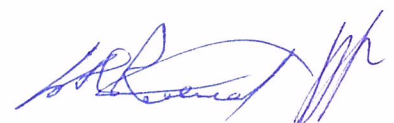
FINAL SCORE OF THE EVALUATED EMPLOYEE	
<input type="checkbox"/>	<u>(Excellent).</u> The resulting decision of the Performance Evaluation Committee: corresponds to the job held, because the professional theoretical knowledge, as well as practical skills and abilities exceed the requirements of the Performance Evaluation Committee. The Performance Evaluation Committee may recommend for appointment to a higher (proposed) job(s) and/or a change in the Employee's salary upward, subject to the requirements of labor law. This final score is awarded if the Cumulative Point Average on the examination of the Employee's professional theoretical knowledge reaches fifty (50) points.
<input type="checkbox"/>	<u>(Good).</u> The resulting decision of the Performance Evaluation Committee: corresponds to the job held, because the professional theoretical knowledge, as well as the Employee's practical skills and abilities meet the requirements of the job held. The Performance Evaluation Committee may recommend to extend the employment contract with the Employee. This final grade is awarded if the Cumulative Point Average on the test of the Employee's professional theoretical knowledge is forty (40) points or more (if the professional training of the Employee meets the requirements of the law of RK in the field of civil aviation and internal regulatory documents of the Company).
<input type="checkbox"/>	<u>(Satisfactory).</u> The resulting decision of the Performance Evaluation Committee: corresponds to the job held, subject to a re-attestation with a final grade of "Good" or "Excellent" not earlier than three months, as it is necessary to improve their professional theoretical knowledge and/or practical skills and abilities. The Performance Evaluation Committee may recommend for appropriate practical and theoretical training to obtain qualification marks (in the case of performance evaluation). This final grade is awarded if the Cumulative Point Average on the test of the Employee's professional theoretical knowledge is less than forty (40) points (including if the professional training of the Employee meets the requirements of the law of RK in the field of civil aviation and internal regulatory documents of the Company).
<input type="checkbox"/>	<u>(Unsatisfactory).</u> The resulting decision of the Performance Evaluation Committee: does not correspond to the job held , as the results of all types of evaluation of professional theoretical knowledge and/or practical skills and abilities do not meet the requirements of the job held. This final grade is awarded if the Cumulative Point Average on the test of the Employee's professional theoretical knowledge is less than thirty (30) points (including if the professional training of the Employee meets the requirements of the law of RK in the field of civil aviation and internal regulatory documents of the Company). The Performance Evaluation Committee may recommend to: <ul style="list-style-type: none"> • Transfer the evaluated employee under the labor laws of the Republic of Kazakhstan in case of his/her consent to another job/position corresponding to the level of his/her qualifications if there is a corresponding vacancy in the Company. • In the absence of vacancies or if the Employee does not agree to the transfer to another job/position, the employment contract with him/her may be terminated on the basis of Article 52.1(4) of the Labor Code of the Republic of Kazakhstan).

3. The PEC made the following decision with respect to the employee being evaluated:

Decision of the PEC	<input type="checkbox"/> Corresponds to the job held <input type="checkbox"/> Does not correspond to the job held
---------------------	--

4. The PEC has set forth the following recommendations to the employee being evaluated:

Recommendations of the Performance Evaluation Committee	<input type="radio"/> Appointment to a higher (proposed) job is recommended <input type="radio"/> Re-evaluation and assessment in three months is recommended <input type="radio"/> it is recommended to take appropriate practical and theoretical training to obtain the qualification marks (in case of performance evaluation)
---	--



- ☐ It is recommended to terminate the employment contract due to the employee does not correspond to the job held or the work performed due to insufficient qualifications
- ☐ It is recommended to transfer the evaluated employee under the labor laws of the Republic of Kazakhstan in case of his/her consent to another job/position corresponding to his/her qualifications if there is a corresponding vacancy in the Company

Signatures of the PEC members:
Chairman of the PEC

(signature)

(Full name)

Members of the Performance Evaluation Committee:

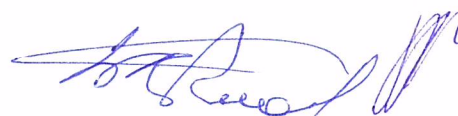
1. _____
(signature) (Full name) _____
2. _____
(signature) (Full name) _____
3. _____
(signature) (Full name) _____
4. _____
(signature) (Full name) _____

Date: _____, 20 ____

The PEC Secretary: _____
(signature) (Full name)

I have read the evaluation sheet _____
(signature of the evaluated employee)

Date: _____, 20 ____



*Annex #8**Statute on the Performance Evaluation of Aviation Personnel of QAZAQ AIR JSC***Minutes Record Book of the PEC**

Date	Minutes #	Agenda of the meeting	Date and number of Order approving the minutes	Signature on receipt

