Plant Manager's Name: ____________________________
Area of Responsibility: __________________________


### Part I. - Safety

1. Personal Injury Accidents?  
   - 1. EE  2. ME  3. NI
2. Equipment Accidents?  
   - 1. EE  2. ME  3. NI
3. Housekeeping standards being met?  
   - 1. EE  2. ME  3. NI
4. Pre/Post-Trip Inspections being conducted & documented properly?  
   - 1. EE  2. ME  3. NI
5. Corrections being addressed or completed on monthly plant inspections.  
   - 1. EE  2. ME  3. NI
6. Are weekly safety meetings being conducted and documented?  
   - 1. EE  2. ME  3. NI
7. Are accident reports filled out properly and timely for each incident?  
   - 1. EE  2. ME  3. NI

**Comments and Documentation:** ____________________________

### Part II. - Quality

1. Is the manager knowledgeable about all aspects of concrete?  
   - 1. EE  2. ME  3. NI
2. Daily, weekly, & monthly reports completed properly & timely?  
   - 1. EE  2. ME  3. NI
3. Are the correct mixes being sent to the customer?  
   - 1. EE  2. ME  3. NI
4. Are the number of lost loads being minimized and reported?  
   - 1. EE  2. ME  3. NI
5. Does your customer rely on you for product knowledge?  
   - 1. EE  2. ME  3. NI
6. Does your customer depend on you for resolution of concrete problems?  
   - 1. EE  2. ME  3. NI
7. Are inventory and stock piles being maintained properly?  
   - 1. EE  2. ME  3. NI
8. Are you a DOT Certified Plant Inspector?  
   - 1. EE  2. ME  3. NI
9. Manager continually communicating and teaching quality concrete knowledge to employees.  
   - 1. EE  2. ME  3. NI
10. Are you mentoring those who work for you?  
    - 1. EE  2. ME  3. NI

**Comments and Documentation:** ____________________________

### Part III. - Productivity

1. What are the plants units per hour?  
   - 1. EE  2. ME  3. NI
2. Are the daily customer orders scheduled according to staffing?  
   - 1. EE  2. ME  3. NI
3. Are the drivers held accountable for being productive & efficient?  
   - 1. EE  2. ME  3. NI
4. Is there good teamwork with other plants?  
   - 1. EE  2. ME  3. NI

**Comments and Documentation:** ____________________________
Part IV. – Customer Service

1. Does the manager possess good dispatch & communication skills?  1. EE  ❑  2. ME  ❑  3. NI  ❑
2. Does the manager get the product to the customer in a timely manner?  1. EE  ❑  2. ME  ❑  3. NI  ❑
3. Does the manager possess good working knowledge of added value products; i.e. Sonnoborne?  1. EE  ❑  2. ME  ❑  3. NI  ❑
4. Does the manager actively market the products available to customers?  1. EE  ❑  2. ME  ❑  3. NI  ❑
5. Does the manager know his top priority customers?  1. EE  ❑  2. ME  ❑  3. NI  ❑
6. Does the manager know his competitors top customers?  1. EE  ❑  2. ME  ❑  3. NI  ❑
7. Is the manager focused on sales and capturing the market?  1. EE  ❑  2. ME  ❑  3. NI  ❑

Comments and Documentation:


Part V. – Maintenance

1. Does appearance of all plant equipment meet company standards?  1. EE  ❑  2. ME  ❑  3. NI  ❑
2. Is plant maintenance conducted regularly through delegation?  1. EE  ❑  2. ME  ❑  3. NI  ❑
3. Are all trucks being maintained and serviced on schedule?  1. EE  ❑  2. ME  ❑  3. NI  ❑
4. Is wash out area organized and clean?  1. EE  ❑  2. ME  ❑  3. NI  ❑
5. Is all leftover concrete being placed into block forms?  1. EE  ❑  2. ME  ❑  3. NI  ❑

Comments and Documentation:


Part VI. – Leadership

1. Is the manager dependable, reliable, and on time consistently?  1. EE  ❑  2. ME  ❑  3. NI  ❑
2. Does the manager delegate maintenance, service of trucks, & equipment?  1. EE  ❑  2. ME  ❑  3. NI  ❑
3. Does the manager coach for success by providing positive reinforcement?  1. EE  ❑  2. ME  ❑  3. NI  ❑
4. Does the manager continually develop and train employees?  1. EE  ❑  2. ME  ❑  3. NI  ❑

Part VII. – Review Summary

1. Developmental Needs:


2. Strengths:


Plant Manager’s Signature: ___________________________ Date: ____________

Area Manager’s Signature: ___________________________ Date: ____________