

**QHSE MANAGEMENT SYSTEM**

**MASTER DOCUMENT**

**SAIFCO**

Electromechanical Works (LLC)




<b>Document Name:</b>  <b>Training, Awareness &amp; Competency Procedure</b>	QHSE Ref. No.	IMS/QHSE/TAC/14 Rev.01
	Date:	6 <sup>th</sup> of June 2019

## TRAINING, AWARENESS & COMPETENCY PROCEDURE


Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	07/07/10	1 <sup>st</sup> Issue			
01	06/06/19	Updated procedure as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3 <sup>rd</sup> Party	RM	NY



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<p><b>QHSE MANAGEMENT SYSTEM</b></p>	<p style="text-align: center;"><b>SAIFCO</b> <i>Electromechanical Works (LLC)</i></p> 	
<p><b>Document Name:</b></p> <p style="text-align: center;"><b>Training, Awareness &amp; Competency Procedure</b></p>	<p>QHSE Ref. No.</p>	<p>IMS/QHSE/TAC/14 Rev.01</p>
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<p><b>1.0 PURPOSE</b></p> <p>This procedure describes the processes involved in controlling the identification of training needs, the conduct of training, imparting awareness, and ensuring competency of staff in the context of the IMS and Departmental Trainings in line with ISO 9001:2015 &amp; ISO 14001:2015 (Clause 7.2 &amp; 7.3) and ISO 45001:2018 (Clause 7.2 &amp; 7.3)</p> <p><b>2.0 SCOPE</b></p> <p>This procedure applies to all the organization's departments that require improvement, or increased competencies, to achieve the QHSE policy, to improve performance and effectiveness of the implementation of QHSE MS.</p> <p><b>3.0 DEFINITIONS</b></p> <p>None</p> <p><b>4.0 RESPONSIBILITY</b></p> <p>Human Resources department in coordination with all departments develop General Training program for complete year and get necessary approvals from the Top management. The competency level of the staff will be yearly evaluated based on training provided.</p> <p>Where required by legislation or SAIFCO requirements, certificates and licenses will be issued on satisfactory completion of relevant courses. The HR Department must ensure that legally required certificates are copied to the individual's personal file, the individual retaining the original.</p> <p><b>5.0 PROCEDURE</b></p> <p><b>5.1 Training</b></p> <p><b>5.1.1 Identifying Training Needs</b></p> <p>Every year as required, "Employee Performance Evaluation Form" shall be issued by the Human Resource Manager (HRM) to Department heads to evaluate the performance of individuals in their department.</p> <p>Department heads shall evaluate the performance and identify / recommend any training required on this report. These evaluations shall be acknowledged by employees and forwarded to the HRM. Also training recommendations shall be forwarded to the Managing Partner/General Manager by head of each section, as and when required.</p> <p>Identification of IMS training needs for all managerial staff is the primary responsibility of the HSE Officer.</p> <p>Thereafter, identifying training needs of departmental staff is the responsibility of the respective departmental manager, via the staff appraisal programmes.</p>
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Identification of training needs is based upon:

- Defined roles and responsibility
- Risk associated with the job / task
- Complexity and sensitivity of the task
- Performance appraisal
- Impact of the task on organization
- Repetitiveness of the task

The needs of job posts should be assessed regularly by the departmental heads and compared against the posts holders competency and experience to determine training and development needs and changes to the limits discretion.

**5.1.2 Training Programmes**

IMS training programmes are arranged by top management and coordinated by the Human Resources. Records of all training shall be maintained

An annual report will be prepared by the HR Department /head of departments and issued to Management Representative summarizing the effectiveness of the training programme. The report should contain details of

- The extent of the implementation of the training programme highlighting significant deficiency/ shortcomings.
- The IMS and the relevance of the formal training courses.
- The IMS of course presentation.

**5.1.3 General Requirements for Training**

The relevant Department heads shall be responsible for ensuring the implementation of the IMS Training and that all personnel are trained to the appropriate level.


The training manual should be reviewed at least annually to ensure that the training standards are appropriate for the tasks and associated risks being undertaken.

The review will be carried out by a Team comprising department heads, HSE Officer and Head of Human Resource.

HR Department should:

- Evaluate and analyze training reports and ensure level of training is commensurate with risk levels;
- Produce a plan from the analysis to fill any 'gaps' identified in a training course, in consultation with the Management Representative.

Project/Production Manager or authorized personal are responsible for ensuring that IMS training requirements of contract or service personnel are clearly specified and discussed with the contract or service company prior to the award of the contract for ensuring compliance with SAIFCO Standards.

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**5.1.4 Awareness of Environment impacts, Occupational hazards & its Risks in Work Activities**

Staffs whose work activities are associated with Environmental Aspects and Occupational hazards & its risks are made very aware of this by their respective Dept. Heads and supervisors.

**5.2 Induction & Orientation**

Formal induction, both general and job-specific, should be provided to all personnel and contractor personnel new to the dept., post or activity so that they are aware of SAIFCO IMS Policy, hazards and the process of controlling IMS risks. A person should not be allowed within an operation area without an appropriate safety induction.

All initial and follow-up orientation will be recorded on an appropriate record sheet by the HRM and Supervisor respectively.

Completed records will be maintained in a suitable system that is auditable.

In case the employee decides to leave the company, the HR manager shall conduct an exit interview and understand the reason for resignation and such reasons shall be taken to the review so as to take corrective and preventive action.

**5.3 Competence**

Competence of employee initially assured by the selection and recruitment process, and thereafter by the Dept. Heads during annual appraisal.

Where risk exposure is shown to be significantly determined by personnel competency, the mechanisms for monitoring and measuring should be designed and operated.

Project Manager/Supervisors and Operators should be trained in the duties and responsibilities required in managing their operational area. Training should include emergency situations handling.

The competency of other key personnel allocated special duties during emergency situations shall be tested during special drills and exercises performed during the operation.

The training given to Dept. Heads, Project Manager, Supervisors, Operators and other personnel allocated emergency duties will be enhanced by drills and exercises as outlined in **Emergency Preparedness and Response procedure**.

**5.4 Hiring and Placement**

Internal and external recruitment and staff appointments shall be carried out in accordance with the SAIFCO Personnel Policies.

All employees will be required to acknowledge receipt and acceptance of the terms and conditions of employment with special emphasis on Quality, health, safety, and environmental aspects and risk.

Criteria for selection and competency should reflect the basic physical suitability, knowledge and skills appropriate to the activities of the post.

SAIFCO will follow a formal selection, hiring and placement process for all new personnel or those changing jobs which will address:

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- Company Personnel Policy
- Necessary physical and skills / competency requirements.
- Qualifications and experience
- References and verification of qualification and experience.

### 5.5 Infrastructure


SAIFCO has provided necessary infrastructure, i.e. office building, Production Area, Storage facilities for raw material and finished products, etc. Necessary process equipment/testing/Calibration Equipment etc. are also provided for the processes.

### 5.6 Work Environment

All employees working in the site shall be provided with required safety equipment, like safety shoes, gloves, masks, helmets, uniforms, etc., as applicable, and instructions shall be given to all employees working in the factory for the compulsory use of such protective equipment. Personnel working in factory shall be made aware of the safety precautions to be followed First-aid facility shall be provided to an employee who meets with an accident and he shall be taken to the nearest hospital for medical attention. After analyzing the causes of the accident, a Safety Meeting (for major accidents) shall be convened and instructions shall be issued on the precautions to be taken to avoid recurrence of such accidents.

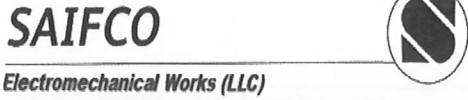
## 6.0 ATTACHMENTS

Type	Name	Number / Code
Form	Job Description	IMS/QHSE/TAC/14/01
Form	Competency Register	IMS/QHSE/TAC/14/02
Form	Analysis of training needs	IMS/QHSE/TAC/14/03

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<b>Job Title:</b>
<b>Reports to:</b>
<b>Job Objectives:</b> ▪ .
<b>Responsibilities and duties:</b>
<b>Qualifications:</b>
<b>Years of Experience:</b> .
<b>Person Requirements:</b>
<b>Communication and Interaction:</b>



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	<b>Document Name:</b>  <b>Training Need Analysis</b>	<b>QHSE Ref. No.</b>   IMS/QHSE/TAC/14/03 Rev.00 <b>Date:</b>

**Personal Details**

Name			
Designation		Department	

**Job Competency Assessment (Knowledge or Skills Maintained or Developed)**

Skills / Knowledge Requirements	Outstanding	Good	Average	With Shortcomings	Poor-Less than Acceptable
<b>Communication Skills</b>					
<b>Documentation Skills</b>					
<b>Management Skills</b>					
<b>Technical Skills</b>					
<b>Process Knowledge</b>					
<b>Problem Solving Skills</b>					

\_\_\_\_\_ Sign (Dept Head) \_\_\_\_\_ Date

**Developmental Objectives (Skills / Performance Enhancement)**


Need to develop skills and knowledge on ISO 9000, ISO 14000 & ISO 45000

\_\_\_\_\_ Sign (Dept Head) \_\_\_\_\_ Date

**Training Needs**

Areas to Be Trained	Approved (Y / N)	Status
Integrated Management System Awareness Training	√	

\_\_\_\_\_ Sign (Dept Head) \_\_\_\_\_ Date

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<b>Job Title: Operations Manager</b>
<b>Report to: General Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ The primary purpose of the post is to direct and coordinate all the activities related to Projects operation under his control to achieve the company targets within the terms of the policies, procedures and authorities delegated to him.</li> <li>▪ The Operations Manager is responsible for the satisfactory operation of the Projects under his control, directing the Project Directors, Managers of Projects, Project Managers and Project Team to achieve excellent performance.</li> <li>▪ The Operations Manager is the Representative of the Company towards the client, Sub-Contractors, Staff and third parties concerned with the Projects and is responsible for maintaining good working relationship with all parties at all levels at all times.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Assists and coordinates the selection of the key staff required to fill both Technical and Administrative posts and establishing the organization structure of the project with HRD/ Project Managers.</li> <li>▪ Produces detailed overall Staff / labor requirements for all the projects under his control.</li> <li>▪ Conducts kick-off meetings with project managers at start-up of projects to confer over the project milestones and key dates and to detect any anticipatory risks with relevant necessary preventive measures.</li> <li>▪ Conducts necessary meetings with Manager of Projects and planning Manager to review the projects progress and to ensure that the works are executed as per the approved program of work and there is no slippage or delays in projects activities.</li> <li>▪ Ensures that the project baselines are established and subsequent deliverables are delivered in timely manner.</li> <li>▪ Conducts necessary meetings/workshops with the project manager to discuss the project performance and outcomes outlined within the Project-Manger Monthly Reports.</li> <li>▪ Ensures that the client is properly billed and those payments are received in a timely manner for all projects.</li> <li>▪ Ensures that all contractual and legal matters related to the projects are dealt with properly and promptly, seeking advice and guidance from General Manager as necessary.</li> <li>▪ Ensures the proper conduct of all administrative and man-management roles required by Group policy and local labor laws.</li> </ul>

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- Maintains under regular review the mobilization / demobilization plans of the projects in order to facilitate the relocation of the workforce and the utilization of resources in other locations / projects.
- Monitors Engineering department services (Engineering, drawings, surveying, value Engineering) related to projects under his control.
- Monitors, identifies, and analyses all projects costs with a view of facilitating the completion of the projects at minimum cost and within budget limit.
- Monitors Material Procurement activities for all projects under his control.
- Ensures that the project quality system properly and efficiently satisfies the requirements of the Contract.
- Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.

### **Qualifications:**

- Graduate in Civil, Electrical or Mechanical Engineering

### **Years of Experience:**


Minimum 15 years experience

### **Person Requirements:**


- A natural leader who has respect for people and the ability to bring the best out of them.
- An obvious empathy with customers and clients. An ability to quickly grasp changing needs and a talent to translate these into operational reality.
- The energy and infectious enthusiasm to get things done.

### **Communication and Interaction:**


- Executive Management
- Senior Management
- Middle Management
- Senior Staff
- Staff
- Suppliers & Sub contractors
- Consultants
- Main Contractors
- Government

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<b>Job Title: QA/QC Manager</b>
<b>Reports to: General Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervises the Quality Control functions/activities of a project or its parts, including Quality Control inspection schedules and the collection of Quality Records. Supports the Construction Manager in dealing with the Client for all the Quality matters.</li> </ul>
<p><b><u>Responsibilities &amp; Duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Implement the QA/QC management system at site</li> <li>▪ Coordinate with quality inspections with all the site sub-contractors and vendors coordinate all non-destructive testing on site</li> <li>▪ Coordinate with the customers representative on all quality matters</li> <li>▪ Coordinate all receipt inspections</li> <li>▪ Distribute relevant QA/QC documentation to site subcontractors</li> <li>▪ Verify that the quality related site activities are in accordance with the applicable codes and standards</li> <li>▪ Participate in the site internal and external site audits</li> <li>▪ Coordinate all the quality site inspections through the site QC inspectors</li> <li>▪ Ensure all quality control documentation is compiled and competed for as-built hand over through the QC turnover engineer</li> <li>▪ Control all nonconformance reports and undertake remedial action</li> <li>▪ Compete site quality control instructions and action remedial responses</li> <li>▪ Review the customers specification and undertake relevant training to the site QC inspector</li> <li>▪ Monitor the implementation of the approved site QC Plan</li> <li>▪ Complete and coordinate the approval of the site's QC technical submittals to the customer</li> <li>▪ Coordinate with the site construction manager on all quality issues Coordinate and chair the QA/QC site weekly meetings with the projects sub-contractor's QC personnel</li> <li>▪ Elaborating inspection and test programs</li> <li>▪ Ensure the safety is adhered to at site</li> <li>▪ Assure all technical documents relative to site quality control are current status</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Degree in Electrical, Mechanical or Civil Engineering.</li> </ul>

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<p><b><u>Years of Experience:</u></b>          Minimum 15 years experience</p>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Advanced ability to communicate effectively, both verbal and written, with all internal organization departments, suppliers, subcontractors, and regulatory authorities.</li> <li>▪ Well qualified and familiar of the MEP or Civil Quality Assurance and Quality Inspection.</li> <li>▪ Aware of the quality management system (ISO 9001:2000).</li> <li>▪ Qualified quality internal auditor.</li> <li>▪ Good reporting skills.</li> <li>▪ Good user of the computer and measuring devices required at project.</li> <li>▪ Aware of HSE requirements.</li> <li>▪ Strong coordination and organization skills, with strict emphasis on accuracy and attention to detail.</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Internal: Senior Management, Middle Management, Senior Staff, Staff</li> <li>▪ External: Sub contractors, Consultants</li> </ul>

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<b>Job Description</b>	Date:	

<b>Job Title: Procurement Manager</b>
<b>Report to: General Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Lead the department in the procurement of required materials and equipment and services for projects at better buying rates than the budgeted prices submitted by the estimation department at tender stage.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Cater for the project materials/equipments requirements, as per project technical specifications and industry practice.</li> <li>▪ Ensure materials for projects are procured well within budget and delivered on a timely basis to meet work requirements.</li> <li>▪ Develop, formalize, implement and oversee a procurement system, externally and internally, that ensures efficient flow of work, on-time performance and savings in terms of money and effort – both internally and externally.</li> <li>▪ Integration with relevant departments (estimation, finance, engineering, operations, central store, commercial) to ensure proper flow of data and its effective utilization.</li> <li>▪ Review, update and implement a system of managing suppliers, as well as update current market prices database.</li> <li>▪ Review and implement a comprehensive system for follow-up and reporting as regarding material submittals, procurement (order) status, cost-to complete and any other areas that are identified.</li> <li>▪ Assist in implementing a system for standard contracts and commercial conditions.</li> <li>▪ Review, update and implant the system of soliciting bids and their subsequent evaluation, negotiation and award, as well as their follow-up, expediting and delivery to site.</li> <li>▪ Resolving any procurement related matters along the way. Follow up of variations and claiming for such.</li> <li>▪ Review and update the Procurement Policies and procedures.</li> <li>▪ Build up a coherent, competent and qualified procurement team in a secure and ethical environment and ensure its continuous efficient performance.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Review and update of monthly cost to complete report.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ BSC Engineering Degree (Civil / Mechanical / Electrical)</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum 8 years experience</li> </ul>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Strong communication in English and Arabic an advantage, both written and verbal</li> <li>▪ Computer literate</li> <li>▪ Strong analytical and negotiating skills</li> <li>▪ Ability to work under pressure and to deadlines</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <p><b>Internal:</b> Executive Management, Senior Management, Middle Management, Senior Staff</p> <p><b>External:</b> Suppliers, sub-contractors</p>

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<b>Job Title: Project Manager</b>
<b>Report to: Operations Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ To manage projects within budget, set time schedules, authorities' requirements and company's procedures. Ensure compliance with QA/QC &amp; HSE policies all to the customer's satisfaction.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Assist and coordinate the selection of the key staff required to fill both Technical and Administrative posts and establishing the organization structure of the project with HRD.</li> <li>▪ Produce detailed overall Staff / labour requirements for the project under his control.</li> <li>▪ Coordinate with planning department to create manpower histogram, activities schedule, and program of work</li> <li>▪ Assist with senior management to prepare project management plan which shall be use as road map to execute the project</li> <li>▪ Ensure that the client is properly billed and those payments are received in a timely manner for the project.</li> <li>▪ Ensure that all contractual and legal matters related to the projects are dealt with properly and promptly, seeking advice and guidance from Operations Manager as necessary.</li> <li>▪ Ensure the proper conduct of all administrative and man-management roles required by Group policy and local labor laws.</li> <li>▪ Monitor, identify, and analyze all project costs with a view of facilitating the completion of the projects at minimum cost and within budget limit.</li> <li>▪ Monitor Material Procurement activities for the project under his control and ensure that all materials are submitted, approved, ordered and delivered in accordance with project time schedule</li> <li>▪ Raise 'Early Warning' notices to planning, commercial, senior management in view of any and all perceived delays to general progress of all works.</li> <li>▪ Ensure that project team is assisting to provide any variation information to commercial department upon receiving of instruction of project authorized authorities</li> <li>▪ Engage with department managers to prepare monthly project manager report inline with company policies</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Graduate in Civil, Electrical or Mechanical Engineering</li> </ul>

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- Computer literate
- Familiar with standard form of contracts
- Familiar with project scheduling software (primavera is preferable)

### **Years of Experience:**

Minimum 10 years of experience (with minimum 3 years in managerial level)


### **Person Requirements:**

- A natural leader who has respect for people and the ability to bring the best out of them.
- Proactive
- Have vision
- Team building and decision making capability
- Communication skills
- Ability to influence by sharing power and relying on interpersonal skills to get others to cooperate toward common goals
- Political and cultural awareness by creating proper communication channels and environment of mutual trust with external project stakeholders regardless their cultural back ground
- An obvious empathy with customers and clients. An ability to quickly grasp changing needs and a talent to translate these into operational reality.
- A self-starter who is not afraid to challenge received wisdom and has the resilience to pursue legitimate business aims and objectives.
- The energy and infectious enthusiasm to get things done.


### **Communication and Interaction:**

Project Manager should create proper communication channels with all means of communications (oral and written ) including


- Executive Management
- Senior Management
- Middle Management
- Senior Staff
- Staff
- Suppliers & Sub contractors
- Consultants
- Main Contractors
- Clients
- Authorities
- Government

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<b>Job Title: Construction Manager</b>
<b>Report to: Project Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Manage the daily operation of all activities concerning the construction of the project. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Manage and supervise the Subcontractors / Site Engineers.</li> <li>▪ Ensures that all construction works are undertaken to required designs, specification, standards and QHSE requirements.</li> <li>▪ Determine labor requirements and dispatch workers to construction sites. Obtain all necessary permits and licenses</li> <li>▪ Take actions to deal with the results of delays, bad weather, or emergencies at construction site.</li> <li>▪ Monitor site progress including installation of required equipment against accepted programs and 2-4 week look ahead. Make recommendation where extra sources or alternative work processes are required to maintain or increase performance</li> <li>▪ Responsible for reporting progress of site works to project manager.</li> <li>▪ Monitor project cost and provide to Project Manager with timely identification of deviations from project budget</li> <li>▪ Identify problematic design issues and make recommendations for alternative and cost effective re-design solutions.</li> <li>▪ Reports on changes and additions to contractual agreements by main contractors, consultants, clients, suppliers and subcontractors</li> <li>▪ Maintain accurate and detailed records are of all site activities</li> <li>▪ Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>

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<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor of Science in Mechanical/Electrical Engineering.</li> <li>• Computer literate</li> <li>• Familiar with standard form of contracts</li> <li>• Familiar with auto Cad software</li> <li>• Familiar with international standard and regulations</li> <li>• Familiar with project scheduling software (primavera is preferable)</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <p>Minimum 8 years' experience</p>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicates fluently in English</li> <li>▪ Arabic is desirable</li> <li>▪ Proactive</li> <li>▪ Have a vision</li> <li>▪ Team building capability</li> <li>▪ Decision Making capability</li> <li>▪ Communication skills</li> <li>▪ Ability to influence by sharing power and relying on interpersonal skills to get others to cooperate toward common goals</li> <li>▪ Negotiation skills</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Senior Management</li> <li>▪ Middle Management</li> <li>▪ Senior Staff</li> <li>▪ Staff</li> <li>▪ Suppliers &amp; Sub contractors</li> <li>▪ Consultants</li> <li>▪ Main Contractors</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
	<b>Document Name:</b>	QHSE Ref. No.    IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	

<b>Job Title: Senior Project Engineer</b>
<b>Report to: Project Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ To monitor, coordinate and supervise MEP site activities and sub contractors on a day-to-day basis and ensure that project goals are achieved within time frame, required quality and budget in safe environment comply with HSE requirements.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ To study all technical drawings, documents and any revisions thereon.</li> <li>▪ Raise technical query for any conflict information within the project technical document</li> <li>▪ To prepare comparison report between tender documents and IFC documents in terms of materials quantities, specification and scope of work to commercial department to claim any variations in project objectives</li> <li>▪ Prepare value engineering if required by authorized authorities</li> <li>▪ To assist Construction Manager in advising on construction methodologies in coordination with other disciplines/contractors/ subcontractors prior to construction</li> <li>▪ To engage with planning department to define project activities within the scope of work</li> <li>▪ To engage with procurement and planning departments for defining the materials required to execute the project and provide the technical support required to select the proper materials</li> <li>▪ To review the technical submittal of materials and ensure its compliance with project specifications</li> <li>▪ To supervise preparation of full detailed shop drawings required to execute the project</li> <li>▪ To follow obtaining of drawings and materials approvals</li> <li>▪ To give full and extensive instruction to his team.</li> <li>▪ To execute the works according to the latest approved revision of drawings and /or instruction of authorized authorities.</li> <li>▪ Follow up of progress planning and arranging all its requirements.</li> <li>▪ Monitoring of Subcontractor's performance.</li> <li>▪ To ensure that any variations and instructions received from the client are incorporated into the latest construction issue drawings and auctioned by the construction team.</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
<b>Document Name:</b>	QHSE Ref. No.	IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	

- To ensure that the quantity surveyor is aware of any such changes (reference above)
- To pass all instructions issued to him by the authorized representatives to his manager to handle contractually prior to commencement. However, in some cases he should act immediately and then report.
- Materials take off from contract drawings.
- Materials requisition.
- Knowledge of local authority rules and regulations.
- Responsible for all dialogue, administration with all statutory bodies.
- Maintain an awareness of all potential risks to the company's day to day objectives and progress of the works, this applies to commercial risks due to delays, non-performing direct labour, sub-contractors etc and or delays by others (3<sup>rd</sup> parties), observing and adhering to company PQP's and QHSE plans.
- To ensure the Operations & Maintenance manuals as well as handover documents are in line with contract specification and requirements.
- Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.

**Qualifications:**


- Graduate in Electrical/Mechanical Engineering
- Excellent in computer / MS Office
- Familiar with AutoCAD software
- Familiar with international standard and regulations
- Familiar with local authority requirement

**Years of Experience:**


Minimum of 8 Years

**Person Requirements:**


- Ability to communicate in English and Arabic is an advantage

<p style="text-align: center;"><b>QHSE MANAGEMENT SYSTEM</b></p>	<p style="text-align: center;"><b>SAIFCO</b> </p> <p style="text-align: center;"><i>Electromechanical Works (LLC)</i></p>	
	<p><b>Document Name:</b></p>	<p>QHSE Ref. No.</p>
<p><b>Job Description</b></p>	<p>Date:</p>	

<ul style="list-style-type: none"> <li>▪ Proactive</li> <li>▪ Have a vision</li> <li>▪ Team building capability</li> <li>▪ Decision Making capability</li> <li>▪ Communication skills</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <p>Interaction with</p> <ul style="list-style-type: none"> <li>▪ Projects Managers,</li> <li>▪ Middle managers</li> <li>▪ Site Engineers and all functional managers.</li> <li>▪ Suppliers &amp; Sub contractors</li> <li>▪ Consultants</li> <li>▪ Main Contractors</li> <li>▪ Local authority</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
<b>Document Name:</b>	QHSE Ref. No.	IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	

<b>Job Title: Project Engineer</b>
<b>Report to: Sr. Project Engineer</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ To monitor, coordinate and supervise MEP site activities and sub contractors on a day-to-day basis and ensure that project goals are achieved within time frame, required quality and budget in safe environment comply with HSE requirements.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ To study all technical drawings, documents and any revisions thereon.</li> <li>▪ Raise technical query for any conflict information within the project technical document</li> <li>▪ To assist of preparing comparison report between tender documents and IFC documents in terms of materials quantities, specification and scope of work to commercial department to claim any variations in project objectives</li> <li>▪ Advise on construction methodologies in coordination with other disciplines/contractors/ subcontractors prior to construction</li> <li>▪ To give full and extensive instruction to his team.</li> <li>▪ To execute the works according to the latest approved revision of drawings and /or instruction of authorized authorities.</li> <li>▪ Follow up of progress planning and arranging all its requirements</li> <li>▪ Monitoring of Subcontractor's performance.</li> <li>▪ To pass all instructions issued to him by the authorized representatives to his manager to handle contractually prior to commencement. However, in some cases he should act immediately and then report.</li> <li>▪ To ensure that the construction team are working to approved to the latest and approved construction issue drawings</li> <li>▪ To ensure that the construction issue drawings fully reflect the scope of works and requirements of the contract</li> <li>▪ To review the technical submittal of materials and ensure its compliance with project</li> <li>▪ To ensure that any variations and instructions received from the client are incorporated into the latest construction issue drawings and auctioned by the construction team</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
	<b>Document Name:</b>	QHSE Ref. No.    IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	


- To ensure that the quantity surveyor is aware of any such changes (reference above)
- To ensure the Operations & Maintenance manuals as well as handover documents are in line with contract specification and requirements
- Materials take off from contract drawings
- Materials requisition
- Knowledge of local authority rules and regulations.
- Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.

- Qualifications:**
- Graduate in Electrical/Mechanical Engineering
  - Excellent in computer / MS Office
  - Familiar with AutoCAD software
  - Familiar with international standard and regulations
  - Familiar with local authority requirement


**Years of Experience:**  
 Minimum of 4 Years.

- Person Requirements:**
- Ability to communicate in English and Arabic is an advantage
  - Proactive
  - Communication skills


- Communication and Interaction:**
- Interaction with
- Sr. Project Engineer
  - Site Engineers and all functional managers.
  - Suppliers & Sub contractors
  - Consultants
  - Main Contractors
  - Local authority

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
<b>Document Name:</b>	QHSE Ref. No.	IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	


<b>Job Title: Planning Engineer</b>
<b>Report to: Planning/Project Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>• The efficient setting up of onsite coordination, planning and programming functions by interfacing with construction personnel, consultants and sub contractors to ensure that the company's planning procedures are implemented.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare the following programmes: <ul style="list-style-type: none"> <li>○ Contract Master Programme based on Contract Requirement</li> <li>○ Construction/ Coordination programmes based on project requirements</li> </ul> </li> <li>• Prepare the following deliverables with the prepared programmes: <ul style="list-style-type: none"> <li>○ Planning Method Statement/ Narrative report</li> <li>○ Shop Drawing Submittal and Approval schedule</li> <li>○ Material Submittal and Approval schedule.</li> <li>○ Material Procurement schedule</li> <li>○ Resource Histogram</li> <li>○ Equipment Histogram</li> <li>○ Subcontractor Appointment schedule</li> <li>○ Cash Flow</li> </ul> </li> <li>▪ Communicate agreed program and coordination schedules with project team.</li> <li>▪ Coordinate and integrate sub-contractors with the project programmes and ensure compliance with the programme requirements.</li> <li>▪ Maintain and record on regular basis the as built records of planned site progress against actual site progress.</li> <li>▪ Regularly update the project programmes as per the actual site status/ records.</li> <li>▪ Regularly coordinate the collection of data and issue the Project Progress Reports (Weekly/ Monthly) as per project requirements.</li> </ul>

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<b>Job Description</b>	Date:	


<ul style="list-style-type: none"> <li>▪ Issue the following reports on weekly basis to the project team: <ul style="list-style-type: none"> <li>○ Two/ 4 Weeks Look Ahead Schedules.</li> <li>○ Project Productivity Report and Updated KPI's</li> <li>○ Delay Notifications with proper substantiations (Photos, Videos, Correspondences, etc)</li> </ul> </li> <li>▪ Advise Project Manager of progress slippages to activities for corrective action to be taken.</li> <li>▪ Assist in formulation of delays/disruption claims/notifications.</li> <li>▪ Any other tasks assigned by Planning and Project Manager.</li> <li>▪ Attend Progress and other relevant Meetings as advised by the Project Manager.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Bachelors of Science in Mechanical / Electrical Engineering</li> <li>▪ Certified course in Primavera P3 and P6.</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum of 4-6 years</li> </ul>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicates fluently in English</li> <li>▪ Computer literate to a basic/advance level</li> <li>▪ Practical construction experience is desirable.</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Senior Management</li> <li>▪ Middle Management</li> <li>▪ Senior Staff</li> <li>▪ Staff</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	<b>SAIFCO</b>  <i>Electromechanical Works (LLC)</i>	
	<b>Document Name:</b>	QHSE Ref. No. IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	


<b>Job Title: Site Engineer</b>
<b>Report to: Construction Manager/Project Engineer</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ To monitor, coordinate and supervise site activities and sub contractors on a day-to-day basis.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Installation, pre commissioning, commissioning and handing over of electrical/mechanical works with quality in according to project specification within the designated time frame</li> <li>▪ To study all shop drawings, project documents and any revisions thereon.</li> <li>▪ To supervise the construction in terms of proper method, material reservation and optimum output of labor.</li> <li>▪ To execute the works according to the latest approved revision of shop drawings and /or instruction of Line manager or project manager</li> <li>▪ To pass all instructions issued to him by the authorized representatives to his manager to handle contractually prior to commencement.</li> <li>▪ Analyzing and resolving field problems.</li> <li>▪ Materials take off from shop drawings</li> <li>▪ Knowledge of local authority rules and regulations.</li> <li>▪ To prepare pre commissioning reports if required</li> <li>▪ To prepare red marked drawings for final AS Built Drawings</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Graduate in Electrical/Mechanical Engineering</li> <li>▪ Excellent in computer / MS Office</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
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<b>Job Description</b>	Date:	

<p><b><u>Years of Experience:</u></b> Minimum of 4-6 Years</p>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicate in English and Arabic is an advantage</li> <li>▪ Proactive, motivated and creative</li> <li>▪ Ability to lead site team to achieve project goals</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Interaction with Projects Managers, Site Engineers and all functional managers.</li> <li>▪ Communicate with site staff (supervisors, foremen, safety officers, QC inspectors, and store officers etc</li> <li>▪ Communicate with contractor site staff, consultant inspectors, subcontractors' staff, etc.</li> </ul>

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
	<b>Document Name:</b>	QHSE Ref. No.      IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	

Job Title: <b>QA/QC Engineer</b>	
Reports to: <b>QA/QC Manager</b>	
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Implementing, Maintaining and Improving the quality management system requirements at his / her project(s), prepare and ensure implementation of PQPs, ITPs and other project related quality documentation required, targeting compliance to the international standards, and local regulations and legislations.</li> </ul>	
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ To support and promote/champion all QHSE policies and procedures implemented by the company.</li> <li>▪ Preparation of PQP, ITP, and other QA/QC documents that may be requested by QA/QC Manager or Project Manager</li> <li>▪ Participate in the internal audit process as per the plan approved from corporate QHSE department.</li> <li>▪ Interact with the project team in Quality requirements.</li> <li>▪ Complete the testing and commissioning tasks at project(s) as per project progress.</li> <li>▪ Maintain all QA and QC documents legible (e.g. complete, updated and approved).</li> <li>▪ Monitor the QA (Quality Assurance) for various activities at site e.g. document controller, stores, to verify its compliance to the company policies and procedures.</li> <li>▪ Targeting the approval and acceptance for all inspection and testing required from consultant or third party.</li> <li>▪ Preparation of O &amp; M Manuals in coordination with site management team.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>	
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Degree in Electrical, Mechanical or Civil Engineering.</li> </ul>	
<p><b><u>Years of Experience:</u></b></p> <p>Minimum 2 - 4 years experience.</p>	
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicate fluently in English.</li> </ul>	

<p style="text-align: center;"><b>QHSE MANAGEMENT SYSTEM</b></p>	<p style="text-align: center;"><b>SAIFCO</b> </p> <p style="text-align: center;"><i>Electromechanical Works (LLC)</i></p>	
	<p><b>Document Name:</b></p> <p><b>Job Description</b></p>	<p>QHSE Ref. No.</p>
<p>Date:</p>		

<ul style="list-style-type: none"> <li>• Well qualified and familiar of the MEP or Civil Quality Assurance and Quality Inspection.</li> <li>• Aware of the quality management system (ISO 9001:2000).</li> <li>• Qualified quality internal auditor.</li> <li>• Good reporting skills.</li> <li>• Good user of the computer and measuring devices required at project.</li> <li>▪ Aware of HSE requirements.</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Internal: Senior Management, Middle Management, Senior Staff, Staff</li> <li>▪ External: Sub contractors, consultants</li> </ul>

## QHSE MANAGEMENT SYSTEM

# SAIFCO

*Electromechanical Works (LLC)*



**Document Name:**

QHSE Ref. No.

IMS/QHSE/TAC/14/01 Rev. 00

### Job Description

Date:

Job Title: **Quantity Surveyor**

Report to: **Commercial Manager**

#### **Job Objectives:**

- Assist the Commercial Manager who takes prime responsibility for advising Commercial Director on the commercial and risk elements of contracts, and constantly monitors and controls the costs involved.

#### **Responsibilities and duties:**

- Advise and assist in the preparation an agreement of interim valuations and final accounts, both from Subcontractors and to the client. This includes providing hands on assistance in the measurement and valuation of work when requested by the Commercial Manager
- Presentation of documentation in relation to subcontracts, ensuring that subcontract terms and conditions reflect obligations undertaken under the contract.
- Formulate, when required, in conjunction with the contract team, a commercial plan specifically identifying the activities necessary to protect the company and enhance the profitability of contracts and contract variations.
- Ensure that subcontract costs are monitored and controlled against agreed budgets, and that cost information is accurately recorded and regularly presented to appropriate personnel in a clear and concise format.
- Assisting as required in the placing and administration of direct supply orders (sales conditions / increased costs etc)
- When required ensure that subcontract progress is monitored and controlled against agreed programme. Identify and investigate any variations from plan and notify these to appropriate personnel, agreeing and implementing appropriate remedial action with contract manager
- Evaluate dispute information and prepare and agree claims for reimbursement of loss and expense. Negotiate and manage the resolution of disputes
- Maintain highest levels of commercial confidentiality in all aspects of employment
- Follow up interim applications for payment t the client and liaise with Accounts/Credit Control to secure payment
- Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.

#### **Qualifications:**

- Degree in Mechanical or Electrical Engineering or Quantity Surveying

## QHSE MANAGEMENT SYSTEM

# SAIFCO



*Electromechanical Works (LLC)*

**Document Name:**

QHSE Ref. No.

IMS/QHSE/TAC/14/01 Rev. 00

**Job Description**

Date:

### **Years of Experience:**

Minimum 4 years experience

### **Person Requirements:**

- Ability to communicate fluently in English both written and verbally
- Arabic desirable
- Good attention to detail
- Computer literate to an advanced level
- Good analytical skills

### **Communication and Interaction:**

- Commercial Manager
- Senior Quantity Surveyor
- Quantity Surveyor
- Accounts

# QHSE MANAGEMENT SYSTEM

**SAIFCO**

*Electromechanical Works (LLC)*



**Document Name:**

QHSE Ref. No.

IMS/QHSE/TAC/14/01 Rev. 00

**Job Description**

Date:

**Job Title: HSE Officer**

**Report to: HSE/QA-QC Manager**

**Job Objectives:**

- HSE Officer is responsible for keeping people free from danger, risk, or injury in the workplace and minimize losses due to injuries and property damage by implementing, Maintaining and Improving the HSE Management Systems requirements at his project(s), prepare and ensure implementation of HSE Plan, Environmental Impact Assessment, Hazard Identification and Risk Assessment and other project related HSE documentation and technical requirements, targeting compliance to the international standards, and local regulations and legislations.

**Responsibilities and duties:**

- To support and promote/champion all QHSE policies and procedures implemented by the company
- Advise Site Staff on:
  - ✓ Preventing injury to personnel, damage to plant and equipment, and fires.
  - ✓ Ways to improve existing work methods. Contractual requirements affecting safety, health and welfare.
  - ✓ Provision and use of protective clothing and equipment
  - ✓ Potential hazards on new contract before work starts and on the safety organization and fire precautions required.
  - ✓ Changes in the safety requirements
- Carry out site surveys to see that only safe work methods are in operation, that health and safety requirements are being observed, and that welfare and first aid facilities are adequate and properly maintained
- Determine the cause of any accident of dangerous occurrence and recommend means of preventing recurrence
- Assist with training employees at all levels
- Take part in discussion on injury, damage and loss control
- Foster within the company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- Attend job progress meetings where safety is an item on the agenda. Report on job safety performance
- Understand the requirements of company's loss prevention policy
- Inspect the work site daily and report and correct unsafe acts and conditions.

## QHSE MANAGEMENT SYSTEM

**SAIFCO**

*Electromechanical Works (LLC)*



**Document Name:**

QHSE Ref. No.

IMS/QHSE/TAC/14/01 Rev. 00

### **Job Description**

Date:

- Keep a permanent record of all injuries and damage at site.
- Keep a record of weekly safety meetings on site with subject and attendance.
- Plan for H.S.E Audits and conduct Sub-Contractors / Supplier's internal audits.
- Conduct periodical inspection of vehicles, equipments, tools and fire fighting facilities etc; and monitor the action points at work site and render necessary guidance to Engineers/ Supervisors/ Workers during the site inspection
- Schedule and conduct H.S.E induction training for all new entrants, and other in-house H.S.E Training programs on need basis.
- Maintain and update all H.S.E related documents.
- Issue Safety Highlights and Flashes and prepare HSE statistics.
- Display the relevant cautionary instructions, signs and symbols in the prominent places.

#### **Qualifications:**

- B. Sc. Engineering Mechanical, Electrical or Civil.

#### **Years of Experience:**


Minimum 2 years experience.

#### **Person Requirements:**

- Ability to communicate fluently in English.
- Computer literate.
- Excellent in MS Office.


#### **Communication and Interaction:**

- Senior Management, Middle Management, Staff.
- External: Sub contractors, Consultants, Main Contractor.

<b>QHSE MANAGEMENT SYSTEM</b>	<b>SAIFCO</b>  <i>Electromechanical Works (LLC)</i>	
	<b>Document Name:</b>  <b>Job Description</b>	QHSE Ref. No.   IMS/QHSE/TAC/14/01 Rev. 00 Date:


<b>Job Title: Site Administrator</b>
<b>Reports to: Project Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>Responsible for providing clerical and administrative support to the Site.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>Professionally and promptly handle day – day project administrative affairs.</li> <li>Collaborating with different departments and helping contractors run projects smoothly</li> <li>Keep Track of Material &amp; Drawing Approval Schedules &amp; Material Procurement Schedule.</li> <li>Coordinate and schedule meetings with projects management on various issues.</li> <li>Handle the clerical and logistical duties associated with complex projects</li> <li>Sending messages by e-mail, Fax</li> <li>Internet operations</li> <li>Handling Site Petty Cash</li> <li>Answering the incoming phone calls</li> <li>Liaison with the other departments / staff</li> <li>Prioritizing the work schedule in terms of its urgency / importance and other aspects.</li> <li>Completing the work entrusted in time.</li> <li>Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>Bachelor of Business Administration.</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <p>Minimum of 3 years experience as a site secretary/administrator.</p>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Ability to communicate fluently in English.</li> </ul>




<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
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<b>Job Description</b>	Date:	

<ul style="list-style-type: none"> <li>▪ Arabic is desirable.</li> <li>▪ Computer literate to a basic/advance level.</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ All Project based staff.</li> </ul>




<b>QHSE MANAGEMENT SYSTEM</b>	<b>SAIFCO</b>  <i>Electromechanical Works (LLC)</i>	
	Document Name:	QHSE Ref. No. IMS/QHSE/TAC/14/01 Rev. 00
<b>Job Description</b>	Date:	

<b>Job Title: Storekeeper</b>
<b>Reports to: Senior Store Keeper / Project Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Monitoring of materials and stocks to enable the business units/projects to ensure no delays or stoppage in work/production.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Should have thorough knowledge of MEP Materials.</li> <li>▪ Take delivery of materials into the stores.</li> <li>▪ Maintain the status of stock either by using bin card system or bar code reader system.</li> <li>▪ Proper storage of materials.</li> <li>▪ Inspect incoming deliveries for quality and quantity.</li> <li>▪ Check quantities/damages.</li> <li>▪ Proper issuance of materials.</li> <li>▪ Keep records of materials in and out.</li> <li>▪ Prepare reports of outstanding materials.</li> <li>▪ Follow up with suppliers for deliveries/pending materials.</li> <li>▪ Taking back any unused materials from site and returning them to the store and keeping records thereof.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Graduate/Diploma holder in any field</li> </ul>


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<p><b><u>Years of Experience:</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum 2 – 4 years experience in a similar role, ideally within the construction industry.</li> </ul>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicate in English and Arabic is an advantage</li> <li>▪ Computer literate</li> <li>▪ Numerate</li> <li>▪ Good attention to detail</li> <li>▪ Good record keeping skills</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <p>Internal: Accounts, Senior Staff, Staff and Labour</p> <p>External: Suppliers</p>




<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
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<b>Job Title: Document Controller</b>
<b>Report to: Administration Department</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Management of documents utilising a controlled, reliable system with a clear audit trail.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Operate padding machine, binding, folding machine, paper cutter to produce document packages per instruction for requestor.</li> <li>▪ Register the incoming and outgoing faxes and mails and distribute to the concerns.</li> <li>▪ Making sure all documentation in files are updated.</li> <li>▪ Filing and maintaining all staff and labor files.</li> <li>▪ Filing and maintaining all correspondence files of the department.</li> <li>▪ Maintaining a list on all files in Archive and stores.</li> <li>▪ Maintaining and registering all exit files of Staff and Labors.</li> <li>▪ Maintaining all Purchase order sent from Admin and HR Department.</li> <li>▪ Maintaining and updating file list on a weekly basis</li> <li>▪ Maintaining and organizing all labeling on all files whether staff, labors or documentation.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Preferably a Diploma in Business Administration.</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <p>Minimum 2 years experience</p>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicate fluently in English both written and verbal.</li> <li>▪ Computer literate</li> <li>▪ Arabic is desirable</li> <li>▪ Highly organized.</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <p>Internal: Department Manager, Admin Manager, senior staff, staff</p>

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<b>Job Title: HSE Inspector</b>
<b>Reports to: HSE Officer / Engineer</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ HSE Inspector is responsible for implementing the Project HSE plan as per the instructions of project HSE office / Engineer, targeting zero accidents always at site; supervise the daily functions with ensuring HSE awareness is delivered to all project workers.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ Advise Site Workers on: <ul style="list-style-type: none"> <li>✓ Preventing injury to personnel, damage to plant and equipment, and fires.</li> <li>✓ Ways to improve existing work methods. Contractual requirements affecting safety, health and welfare.</li> <li>✓ Provision and use of protective clothing and equipment</li> <li>✓ Potential hazards on new contract before work starts and on the safety organization and fire precautions required.</li> <li>✓ Changes in the safety requirements</li> </ul> </li> <li>▪ Assist with training employees at all levels</li> <li>▪ Take part in discussion on injury, damage and loss control</li> <li>▪ Foster within the company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.</li> <li>▪ Inspect the work site daily and report and correct unsafe acts and conditions.</li> <li>▪ Conduct HSE induction training for all new workers, and other in-house HSE Training programs.</li> <li>▪ Display the relevant cautionary instructions, signs and symbols in the prominent places.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ High School.</li> <li>▪ Occupational Health &amp; Safety Training in construction.</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <p>Minimum 1 - 2 years experience</p>

<p style="text-align: center;"><b>QHSE MANAGEMENT SYSTEM</b></p>	<p><b>SAIFCO</b> </p> <p><i>Electromechanical Works (LLC)</i></p>	
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<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicates fluently in English &amp; Extra Language as per common workers available</li> <li>▪ Computer literate</li> <li>▪ Good in using MS Office</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Middle Management, Staff</li> <li>▪ External: Sub contractors, Consultants, Main Contractor.</li> </ul>

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<b>Job Title: QC Inspector</b>
<b>Reports to: QHSE Manager</b>
<p><b><u>Job Objectives:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ensuring, implementations in compliance of PQP, ITP's and other project related to QC documentations required.</li> <li>▪ Inspecting of quality management at sites targeting compliance to the international standards, and local regulations and legislations.</li> </ul>
<p><b><u>Responsibilities and duties:</u></b></p> <ul style="list-style-type: none"> <li>▪ To support and promote/champion all QHSE policies and procedures implemented by the company</li> <li>▪ Posses knowledge in inspection of all (power distribution system, lighting, fire detecting system, low current control <i>Electrical</i>, HVAC, fire fighting and plumbing <i>Mechanical</i>, earthwork, excavation and backfill, concrete, concrete construction, grouting, masonry, paving, installation, erection, construction and fencing <i>CIVIL</i> and management system and will have the knowledge of international codes/standards)</li> <li>▪ Shall have knowledge in preparing Method Statement and Inspection and procedures.</li> <li>▪ Exposure to local authority's rules and regulations will be distinct advantage.</li> <li>▪ Capable of handling projects with minimum direction and supervision.</li> <li>▪ QC Inspectors will be expected to conduct checks that include ongoing construction work, material deliveries and off site testing and inspection surveillances reports. This will include surveillance reports, non conformance reports and verification of corrective actions.</li> <li>▪ Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.</li> </ul>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>▪ Degree / Diploma in Electrical Engineering or Equivalent.</li> </ul>
<p><b><u>Years of Experience:</u></b></p> <p>Minimum 0 - 2 years experience.</p>
<p><b><u>Person Requirements:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ability to communicates fluently in English</li> <li>▪ Excellent knowledge of MS Office</li> </ul>

<p style="text-align: center;"><b>QHSE MANAGEMENT SYSTEM</b></p>	<p style="text-align: center;"><b>SAIFCO</b> </p> <p style="text-align: center;"><i>Electromechanical Works (LLC)</i></p>	
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<ul style="list-style-type: none"> <li>▪ Must have good communication skills and be able to effectively deal with people both internally and externally.</li> </ul>
<p><b><u>Communication and Interaction:</u></b></p> <ul style="list-style-type: none"> <li>▪ Internal: Senior Management, Middle Management, Senior Staff, Staff</li> <li>▪ External: Sub Contractors, Consultants</li> </ul>

# QHSE MANAGEMENT SYSTEM

## SAIFCO

Electromechanical Works (LLC)



Document Name:

QHSE Ref. No.

IMS/QHSE/TAC/14/01 Rev. 00

### Job Description

Date:

Job Title: **Timekeeper**

Reports to: **Project Manager**

#### Job Objectives:

- Reporting to the Project Manager, the Timekeeper is responsible for providing the accurate time entry of site employees and day-to-day administrative support to enable the project to achieve its objectives.

#### Responsibilities and duties:

- Completing time entry for site employees;
- Compiles employees' time and production records
- Reviews timesheets, work charts, and timecards for completeness
- Locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet
- All other tasks that may be reasonably requested by your management team at any.
- Committed to HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative offices.

#### Qualifications:

- Related post-secondary education
- Professional payroll work experience within a construction environment desirable

#### Years of Experience:

Minimum 3 years experience.

#### Person Requirements:

- Ability to communicate in English
- Knowledge of payroll principles, practices, and provincial Employment Standards;
- Proven ability to work under pressure, prioritize tasks and meet deadlines;
- Proficient keyboarding and data entry skills;
- Attention to detail and accuracy;
- Proficiency using MS Office (Outlook, Word, Excel, Access), experience with "Oracle" software is desirable.

#### Communication and Interaction:

- Project Manager
- All site based staff