

# TERMS OF REFERENCE

MOG-ToR-MOG-053

Rev 01



<b>Job Title:</b>	Project Engineer, APAC
<b>Reporting To:</b>	Operations Team Lead, APAC
<b>Job Description</b>	
Reporting to the Operations Team Lead, the Project Engineer will be responsible for scheduling, planning, and managing engineering activities aimed at assuring project accuracy and quality from conception to completion.	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"><li>• Ensuring that project activities adhere to the Business Management System processes and procedures.</li><li>• Ensuring that all project related activities are executed safely and efficiently, is of a high quality and in compliance with relevant industry codes and standards.</li><li>• Identify, record, and show mitigation of technical and operational risk.</li><li>• Identify opportunities for the project.</li><li>• Technical Review of Client scope of work and supporting documents including drawings, specifications, and reports.</li><li>• Review all technical project documentation at contract award and highlight changes and/or discrepancies between pre-award and contract documentation and potential deficiencies in tender method statements.</li><li>• Co-ordinate and undertake the generation of procurement, fabrication, and installation documentation (scopes of work, procedures, drawings, lift plans, sketches, etc).</li><li>• Ensure technical accuracy of internal and third-party procurement, fabrication and installation documentation including compliance with contract requirements.</li><li>• Be accountable for highlighting scope variations during execution of the offshore project activities and compilation of all required supporting evidence and documentation.</li><li>• Prepare and deliver presentations on project related techniques and methods during third party and peer reviews as well as Risk Assessments.</li><li>• Support the acceptance process on completion of project activities and co-ordinate the preparation of project "as-built" documentation packages.</li><li>• Undertake preparation of project cost time resource (CTR) estimates and ensure project activities are delivered in line with agreed CTR targets.</li><li>• Highlight project scope variations and support the compilation of all required supporting evidence and documentation.</li><li>• Act as Focal Point for the compilation of "as-built" documentation.</li><li>• Responsible for the collection, collation and communication of technical lessons learned, as well as feedback from offshore crews and Client personnel.</li></ul>	

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- Ensure all equipment certification is current on Kinetic system.
- Coordinate with Operations Team Lead to ensure that all jobs are manned with correct personnel.
- Compile project specific documentation such as mobilisation orders, rental project certification packages, project information package and testing package. Ensuring presentations of such documents are of high quality.
- Coordination of pre and post job briefings for operators.
- Updating of utilisation for equipment and personnel on Asset Voice.
- Assist the Operations Team Lead and Regional Manager with tasks delegated by them when requested.
- Arrange and take minutes of meetings at all project handover, progress, closure meetings and distribute to relevant personnel. Ensure that all actions from the meetings have been recorded.
- Coordinate operational personnel for projects including travel arrangements, training, and ensuring project information is received and understood. Process technician DCSR timesheets, post installation records, maintenance records and expenses to the relevant files.
- Responsible for closing out of actions on action tracker register & updating the regional KPI's.

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## Key HSEQ Responsibilities and Accountabilities

- Learn and abide by the Motive HSEQ integrated Management System including HSEQ Procedures and regulations that pertain to their work and communicate their concerns to their Manager.
- Immediately report all accidents, incidents or near misses
- Participate in proactive HSEQ systems in place such as ICE Card and STAR Cards
- Participate in the 6s system.
- Familiarise themselves with the Emergency Procedures for their working area.
- Not interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Stop the Job if they have any concerns and to immediately communicate their concerns to their Manager.
- Responsible for their own work and the verification of the quality of their work
- Compliance with defined processes as required for the company ISO 9001 certification.
- Assist the company in its efforts towards continual improvement.
- Maintain positive communication with peers and customers

## Essential

### REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Experience of working in a similar project engineering role is preferred.
- Engineering Design HNC / HND preferred.
- The ability to explain design ideas and plans clearly.
- Willingness to travel to offsite meetings when required.
- Ability to work on their own or as part of a team.
- Ability to work to deadlines on fast moving projects

## Training Needs

Refer Training Needs Analysis Matrix MOG-D-HRM-TRA-007

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<b>Accepted by employee, signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			