

# TERMS OF REFERENCE

MOG-ToR-MOG-012  
Rev 01



<b>Job Title:</b>	Trainee Technician (Intern)
<b>Reporting To:</b>	Workshop Manager
<b>Job Description</b>	
<p>When undertaking the role of Trainee Technician, required to commission and operate equipment in a competent and professional manner, buddied with a Motive employee at all times. The trainee technician will ensure products are operated efficiently, within the allocated scope of works and equipment operational limits. They will ensure all work is carried out in compliance with relevant Health and Safety guidelines.</p>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"><li>• General collection and receiving goods.</li><li>• Carry out required quality control checks on good received.</li><li>• General housekeeping.</li><li>• Assist in the set up &amp; test of all relevant plant and equipment.</li><li>• To attend project briefings &amp; de-briefings.</li><li>• To attend client inductions/HIRA's as and when required.</li><li>• To complete online client inductions and training as and when required.</li><li>• To participate in internal and external training courses where identified.</li><li>• Attend client FAT's when requested.</li><li>• To liaise and build rapport with the client whilst at the worksite.</li><li>• Stocktake equipment on arrival at worksite, communicating any anomalies and or damage to the client and Project Planner.</li><li>• Commission equipment at worksite and perform load test operations as per the clients' requirements, completing all necessary paperwork.</li><li>• Operate equipment as per clients' instructions, ensuring all daily checks and paperwork are completed.</li><li>• Complete required onsite paperwork such as post installation checks &amp; maintenance records.</li><li>• Complete DCSR sheets in full, with accurate times and descriptions including any observations, delays, damages, daily activities obtaining signed approval from the client.</li><li>• Demobilise equipment at the worksite and prepare for shipping, completing any necessary cargo manifests.</li><li>• Hand in project paperwork and expenses to Operations Team in a timely manner post project.</li><li>• Develop strong working relations with key stake-holders – clients, colleagues etc.</li><li>• To be a positive ambassador for Motive Offshore Group Ltd.</li></ul>	
<b>Key HSEQ Responsibilities and Accountabilities</b>	
<ul style="list-style-type: none"><li>• 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</li><li>• Immediately report all accidents, incidents or near misses to their Manager</li><li>• Participate in proactive HSEQ systems in place such as ICE Card and STAR Cards</li><li>• Maintain and operate equipment in a manner that minimises leaks, spills, emissions, noise and other hazards where applicable;</li><li>• Practice good housekeeping</li><li>• Minimise and segregate waste wherever possible</li><li>• Familiarise themselves with the Emergency Procedures for their working area and to know the locations of emergency equipment and how to properly use it where applicable;</li><li>• Not interfere with or misuse anything provided in the interests of health, safety and welfare.</li><li>• Stop the Job if they have any concerns and to immediately communicate their concerns to their Manager</li><li>• Responsible for their own work and the verification of the quality of their work</li><li>• Assist the company in its efforts towards continual improvement</li><li>• Maintain positive communication with peers and customers</li></ul>	

# TERMS OF REFERENCE

MOG-ToR-MOG-012

Rev 01



## Essential

- Fluency in English.
- Time management.
- Self-motivated and confident.
- Driving licence.
- Mechanical / Engineering Trade.
- Experience operating machinery.
- Ability to work on own initiative and as part of a team.
- Good communication skills.
- Ability to prioritise.

## Training Needs

Refer MOG-D-HRM-TRA-003 Operational Workshop Training Needs Analysis

Refer MOG-D-HRM-TRA-002 Rental Fleet Training Needs Analysis

<b>Author:</b>	Eddie Moore	<b>Date:</b>	March 2022
<b>Accepted by Employee:</b>		<b>Date:</b>	
<b>Employee Print Name:</b>			