

39. PLANNER

Minimum Qualifications

- B.Sc. Eng or equivalent in any engineering discipline from a recognized university
- Proficiency in English Language (Speak, Read and Write)
- Understand and follow plant safety standards and procedures.
- Able to write and express complex ideas, instructions and procedures.

Minimum Work Experience

- 4 to 7 years of work experience in refinery or petrochemical Oil and Gas plant in the same position.
- Should possess strong supervisory background and practical experience in supervision.
- Should have a thorough knowledge of pressure vessels, tanks, Columns, Trays, Furnaces, Exchangers and all type of Valves.
- Knowledge of rotating equipment
- Familiarity with CMMS, Maintenance programs, practices and procedures is essential.
- Be familiar with petrochemical plant safety hazards.

Job Requirements (but not limited to)

- Identifies, organizes, and works with leadership from all constituencies of the organization to initiate and lead the information management planning process, to include the development of goals, timetables, desired outcomes, and evaluative methods.
 - Ability to lead a team to perform activities with safety and quality.
 - Ability to assign scheduled jobs to groups and follow up for completion.
 - Ability to write reports and maintain records.
 - Ability to analyze and diagnose maintenance problems.
 - Ability to write maintenance standard procedures and practices.
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- Ability to motivate the subordinates.
 - Ability to handle problems, counseling and discipline subordinates.
 - Reviewing and updating and monitoring of machine history records in MMS
 - Development of work requirements and job plans for labor and planned equipment outages
 - Scheduling "PM", and "CM" work order activities
 - Supervises work order close out activities to ensure that work order data is complete and usable by Maintenance Engineering
 - Assists with SAP functionality and tools required to successfully allow Planners to plan and schedule jobs.
 - Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

JOB DESCRIPTION

CHEMIST

Minimum Qualifications

- Bachelor of Science degree in Chemistry / Chemical Engineering qualification.
- 3 years' experience in laboratory testing environment in the petrochemical industry—for all chemists and 4 years for environment chemist
- Fluent in both written and spoken English.
- Computer literate.

Minimum Work Experience

- Inspect and analyze the quality of the raw materials that have arrived by utilizing the raw materials testing method to ensure that the raw materials are as per the QC specifications.
- Prepare and implement the raw materials non-compliant report and propose solution or alternatives for non-compliant received raw material cases so that future non-compliant cases can be avoided.
- Examine and evaluate the received feedstock quality by checking against the feedstock QC specifications & utilizing the feedstock testing methods & procedures in order to ensure the received feedstock are as per the QC specifications.
- Prepare and implement the feedstock non-compliant report and propose solution or alternatives for non-compliant received feedstock cases so that future non-compliant cases can be avoided.
- Perform tests on finished products at various phases (e.g. at on-line production, at silo, at bagging) by utilizing the product QC testing methods & procedures and examine against the product QC specifications in order to ensure QAPCO's customers consistently receive products as per their requirements.
- Conduct re-test and prepare non-compliant report when required to ensure production / logistics are aware and so resolution can be sought for the off-grade products.
- Collect gas and liquid samples from Olefin plant at various stages of the production process according to the approved analysis plan and perform tests and analysis using gas chromatographs and other chemical methods in order to monitor the process consistency and variations.
- Conduct re-tests and prepare abnormality reports when required to ensure the production is aware of the variations and corrective measures are taken.
- Obtain, Inspect and analyze samples of ethylene or Sulphur against the product QC specifications and based on the product QC test manual to ensure the QC standards for ethylene and Sulphur are achieved.
- Obtain, inspect and analyze samples of waste water, solids and effluents to determine the required characteristics and pollutants such as COD, BOD, total hydrocarbon, heavy metals, etc.
- Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- Assist in the preparation of timely and accurate departmental statements and reports to meet and department requirements, policies and standards.

- Ensure all relevant quality, health, safety and environmental procedures, instructions and controls are adhered to so that the safety of employees, quality of products/services and environmental compliance can be guaranteed.
- Perform other related duties or assignments as directed.

Job Requirements (but not limited to)

Key decision is essential for the job. The jobholder exercises financial and non-financial authority as per the level established by the QAPCO management and stipulated in the TOFA.

Chemist Scope:

Petrochemical lab experience in the following areas with chemistry academic qualification, preferably graduation in chemistry.

- 1) **Samples tested** : Waste water, process water and ballast water from ship

Test Details: Analysis of COD, BOD, Oil & grease by HEM and FTIR, TSS, TDS, TKN, Total Phenols, Hardness, microbiological screening (sludge quality), Total Iron, Phosphorus, Total Nitrogen, Nitrite, Sulfides, Sulphates, Hydrazine, Chloride, Chlorine dioxide, Total Free chlorine, COD by UV-Visible Spectrophotometer using standard methods for water testing (APHA).

Equipment Knowledge required:

- a) UV-Visible spectrophotometer
 - b) FTIR
 - c) BOD apparatus
 - d) Flame photometers
 - e) Turbidity meters
 - f) pH and conductivity meters
 - g) Titrators
 - h) Ion Chromatograph
 - i) TKN analyzer
 - j) GC with Purge & Trap to analyze VOC and benzene in Wastewater.
 - k) TOC analyzer
- 2) Preparation of standards, and chemicals required for the routine wastewater analysis based on Standard test methods for water and wastewater analysis (APHA).
 - 3) LIMS awareness.
 - 4) Collection of Samples of wastewater, Water samples, Chemicals, and Gases, from ethylene import ships and LPG Samples collection from different plants and units.
 - 5) General lab housekeeping and GLP (Good Laboratory Practices).
 - 6) General lab safety awareness.

- Develop PM plan and seek approval from superiors, Implement it with effective scheduling techniques.
- Review Equipment performance and recommend for proper reliable Maintenance method.
- Define milestones, major activities, relationship between activities and create budget estimates to achieve target date as agreed with clients with appropriate software.
- Participate in various meeting with production and maintenance department for the effective implementation of maintenance program.
- Coordinate with Turnaround section to periodically monitor and analyze the status of TA activities and assist in scheduling and execution of critical jobs.
- Coordinate and liaise with contractors for the execution of projects and validate the project performance within the set parameters.
- Perform site inspection on regular basis and to follow-up work progress and ensure the works are as per approved schedule.
- Review invoices as per PO and conduct initial validation in line with defined policies & procedures.
- Ensure timely and accurate posting of all data related to maintenance planning for the assigned section in SAP in line with defined protocol and procedures.
- Ensure compliance to all Quality, Health, Safety and Environment procedures.
- Collaborate with HSE and Quality on related issues such as process safety, maintaining and updating system documentation and continues improvement system to achieve target standards.
- Perform other similar duties such as observing safety rules and regulations, follow quality procedures as prescribed.

Language and Skills

- Ability to communicate fluently in English language.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, technical manuals, and engineering drawings.
- Ability to write routine reports and correspondence.
- Ability to communicate & negotiation for claims.
- Positive attitudes and strong personality.
- Computer literate and experience to use MS office, Project,
- Familiar with CMMS application and experience in SAP.

16. DOCUMENT CONTROLLER

Safety Related:

- Adheres to and follows all safety policies, procedures and safe work practices
- Always upholds the value of Tenets of Operations and in compliance with the safe work practices.
- Supports QAPCO initiatives and targets that are set to strengthen the QAPCO safety performance.
- Actively involve and participate in the safety campaigns of the department from time to time.
- Always supports and deliver the services to other department's safety campaigns.
- Participates in QSAFE process and always in compliance with the department targets
- Understands the importance of the training and always stay in compliance with the training requirements and assignments set by the QAPCO.

General Tasks:

- Actively participate in the Operation and Maintenance of the Document Control Center and Electronic Document Management Systems(EDMS)
- Effectively maintain the integrity of the full hard copy and electronic document system.
- Companywide wide customer support for technical and non-technical documentation support.
- Provides the documentation support to the various capital projects.

- Maintain the engineering document numbering system, equipment numbering system, line numbering system.
- Supports the companywide implementation of Information Management (IM) policies and procedures as per OE requirement.
- Standardization of key business documents includes supporting other departments in drafting, formatting, identification, numbering and the coordinating the review/approval process and managing the same in EDMS.
- Supports all departments for the retention, archiving and disposition of company records and documents in appropriate hard copy and electronically.

Key Tasks

- Directly involve with the Management of Change (MOC) process.
- Administer the Stature MOC system and its user management for the entire facility.
- Verify all identified PSI and Non-PSI documents in an MOC package and confirm the red-line mark ups are properly attached to the MOC.
- Coordinate with concerned MOC originators/facilitators if there are any discrepancies in the documents attached.
- For the technical queries related to the MOC, coordinate with the concerned Engineers to get more clarification for the engineering document update required through MOC.
- Coordinates with the CADD and INtools group for the PSI and Non-PSI documents for the source update.
- Verify the source updated engineering documents with red line mark ups / revision history and communicates with CADD group if there is any discrepancy found.
- Coordinates with disciplined Engineers/Head of Design Engineering/Engineering Superintendent for the review/approval of engineering documents modified through the MOC process.
- Immediately updates the PSI documents affected through the MOC and supports QAPCO to be in compliance with the O.E compliance requirements.
- Ensure up to date PSI documentation in EDMS to enable end users to readily access the latest documents.
- Receiving, validating, and then maintaining QAPCO project turnover documentation.
- Thorough and authentic verification of turnover documentation from vendors, contractors and sub-contractors.
- Maintenance of an interim library facility in QAPCO control room until all engineering documents migrated to the EDMS.
- Archival and management of hard copy records in various storage locations.
- Provide documentation support to QAPCO Plant personnel.
- Attend bi-weekly meeting with QAPCO Project Team as part of final data turnover.

Customer support Tasks:

- Scanning and EDMS uploading of PM Checklists pertaining to all Maintenance disciplines.
- Scanning and EDMS uploading of Checklists/Forms/Monthly Reports pertaining to all Disciplines of Technical department.
- Scanning support to technical documents pertaining to entire facility.
- Provide the expertise to convert engineering documents from non-editable to editable documents and manage the same in EDMS.
- To deliver the required services as entrusted by the Sup

17. PERSONAL ASSISTANT

Job Responsibilities (but not limited to)

- Arrange and coordinate the meetings for Facilities Management Manager and the Department.
- Schedule appointments and coordinate arrangements for meetings and conferences.
- Monitor and coordinate the Department's Training requirement, seminars and annual leave.