

Location: Head-office Mumbai

Key accountabilities:

- Support Operation Manager to manage the TPI Service Contract. Shall be responsible for overall and Day to day management of TPI Inspectors.
- Ensure that inspection program is performing in accordance with the approved Quality Plan, ITP, Quality Procedure, and etc.
- Ensure that approved inspectors are assigned to work locations as identified in the approved ITP and monitor proper coverage of owner's inspection.
- Ensure that inspectors dispatched to job sites have been fully informed of all requirements and deliverables and has provided the inspectors with necessary documents such as process control plans, inspection and test plans, prints, specifications, etc.
- Ensure that all inspection result / observations are reported in the in timely manner.
- Interface with the inspectors, Vendor's representatives, construction representatives and Company personnel in a professional manner.
- Ensure TPI Inspectors are trained and qualified/certified to meet Contract requirements.
- Ensure approved Inspector attends kick off meeting with Vendors / Contractors to ensure Quality objectives and expectations are addressed and clearly understood.
- Assist / Review of quality documents (quality plan, ITP, quality procedures, and etc.)
- Responding to requests for inspections (Daly inspection Schedule). These requests may include phone or E-mail, or other means of methodology that is agreed by Company and Contractor.
- Verify that requests for inspections are consistent with the approved ITP.
- Knowing the status of all inspectors, their location and availability on a daily basis.
- Review daily inspection reports and provide feedback to inspector and (or) report to Quality manager if required.
- Provide statistic of inspection in regular basis (weekly, monthly) to Operation Manager.
- Provide real time information feedback to Company on quality issues and concerns. Provide resolution of on-going quality issue in consultation with related disciplines.
Optimizing each inspector's daily schedule to ensure the most value add to the customer while minimizing minimum call-outs. When authorized by Equipment Leads.

Competency requirements:

- Previous experience of TPI Co-ordination in Oil & Gas or Petrochemical industries in supervisory position.
- Have knowledge of planning and scheduling
- Have knowledge of basic troubleshooting.
- Able to review and interpret technical requirements in Contracts/Purchase Orders.
- Familiar with all (multi-discipline) construction processes and NDE techniques.
- Written and oral communication skills with both individuals and groups.
- Read, write (inspection report, technical report) and speak fluent English
- Exhibit a courteous and professional attitude towards Company and Vendors / Contractors showing enthusiasm and dedication.

Technical / Professional Expertise and Qualifications Required :

- B.Sc./B.E or Diploma in Mechanical Engineering.
- 6-7 years relevant experience of which 4 years shall be in oil & Gas or Petrochemical Industries and 3 years of which shall have been gained in other sectors.
- Shall have as a minimum 4 years experience in a Technical Coordinators position. A background in the onshore oil and gas facility construction, Beneficial
- Knowledge of International Codes & Standards (API, ASME, ASTM, ANSI, BS, EN, coding, etc.),