



## **JOB DESCRIPTION**

**Pre-Commissioning & Commissioning (PC&C)**

**Instrument Lead (EPC 1)**

**North Field East (NFE) Onshore Department**

**Major Projects Group**

## Job Description – PC&C Instrument Lead

### Part A: Job Specification

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<b>Job Purpose</b>	<p>* Responsible for overseeing Pre-Commissioning &amp; Commissioning activities for assigned Areas to ensure EPC PC&amp;C Contractor and Subcontractor executes instrumentation activities and delivers systems and subsystems as per agreed planning until completion. Ensures PC&amp;C engineering (preparation), such as systemization, pre-commissioning and commissioning planning, database set-up in coordination with other stakeholder disciplines and company and contractor/subcontractor departments, i.e. planning. Provides clear guidance to the EPC Contractor and facilitates resolution of pre-comm/comm issues to meet project objectives and milestones.</p>
<b>Reporting and Relationships</b>	<p>Reports to PC&amp;C Instrument and ICSS Head (NFE Onshore Project EPC 1)</p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Regular interface and collaboration with Leads of PC&amp;C and Engineering, Process, I&amp;C, Electrical, Machinery, Civil/Structural, Loss Prevention, Construction and Quality. Interactions with Interface sections, Project Engineers and OES within the NFE Onshore Project organisation.</li> <li>• Frequent contact with Construction, Quality, Operations, Safety/Environment, and QG Engineering departments as required.</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Regular interaction with EPC PC&amp;C Contractor, Vendors, Subcontractors, and engineering/specialist consultants.</li> <li>• As required engagement with QG/asset owner’s representatives.</li> </ul>
<b>Job Context &amp; Major Challenge(s)</b>	<hr/> <ul style="list-style-type: none"> <li>• This position is responsible to ensure all planning and execution activities associated with the pre-comm/comm of assigned area instrumentation is achieved by the EPC contractor, including third parties such as vendors, consultants, sub-contractors etc., and are executed to NFE Project’s specifications and QG requirements.</li> <li>• Major challenges for this role include (1) effectively guide EPC contractor, including vendors and subcontractors and pre-comm/comm team to produce timely deliverables up to start-up. (2) maintaining constructive working relationship with EPC contractor, including vendors and subcontractors to ensure delivery and execution of pre-comm/comm work scope in accordance with project requirements and (3) maintaining relationships with stakeholders (e.g., Operations, quality, engineering, construction) to ensure alignment of systems completions execution.</li> <li>• Delivering of the scope of work for the assigned area instrumentation to achieve project expectations, in particular design and construction of very large facilities.</li> </ul> <hr/>

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| <b>Financial Dimension</b> | <ul style="list-style-type: none"> <li>• None or as defined for this job level in the Delegation of Authority in EPC Phase.</li> </ul> |
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**Generic Accountabilities – All Employees**

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| <b>Safety Health &amp; Environment</b> | <ul style="list-style-type: none"> <li>• Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations, and standards.</li> </ul> |
| <b>Qatarization Program</b>            | <ul style="list-style-type: none"> <li>• Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.</li> </ul>                    |
| <b>Firewall Compliance</b>             | <ul style="list-style-type: none"> <li>• Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.</li> </ul>                 |

<b>Key Job Accountabilities</b> <i>(Max 10, each unique, exclude generic)</i>
<ol style="list-style-type: none"> <li>1. Provides Instrument pre-comm/comm expertise, to lead <u>safe execution</u> of the instrument Pre-Comm and Commissioning scope of work in accordance with project deliverables and execution schedule. Demonstrate leadership in planning and execution driving EPC contractor to deliver as per project milestones.</li> <li>2. Review, approve Instrument Pre-Comm/Comm checksheets, Construction Work Packages, and provide supervision of pre-comm/comm scope of work by EPC contractor, supports contractor by helping to address gaps and coordination with operations and other disciplines within CPY team.</li> <li>3. Maintains close liaison with members of Engineering, quality, construction, operations Teams and accountable for ensuring execution of work is technically aligned in compliance with project objectives, Instrument specification and industry best practices.</li> <li>4. Guides EPC Contractor's Instrument pre-comm/comm activities and validating contracts, including vendors, subcontractor resources, personnel qualifications, usage of appropriate tools; adherence to project objectives, requirements, specifications, and verification processes. Provide assurance of CTR/SCTR adhere to Project SHES procedures.</li> <li>5. Assesses and validates EPC Contractor's procedures for SIMOPS, Work under Permit, Partial Handover requirements and perform progress measurement / reporting to drive assigned pre-commissioning/commissioning activities. Lead puch close out activities and handovers.</li> <li>6. Manages the Instrument discipline deliverables updates/re-lines and support field engineering where needed in support of pre-comm/comm activities. Where needed, develop short term mitigation plans to achieve intermediate milestones and bridging scope for final completions.</li> <li>7. Responsible for following up and assuring schedule and related milestones are achieved, provides data (rundown curves, charts, graphs), identify material &amp; skills gaps, develop recovery plans to address any schedule delays if any.</li> <li>8. Accountable for knowledge of and sharing previous lessons learned, capturing, and communicating current lessons learned to support review teams and future projects.</li> <li>9. Review, update and amend procedures and specifications to ensure that all pre-comm/comm references are up to date and relevant.</li> </ol>

<b>Key Job Accountabilities</b> <i>(Max 10, each unique, exclude generic)</i>
<b>10.</b> Develop plan where Instrument needs to be re-ranged or replaced to support pre-start-up activities.

## Part B: Person Specification – Minimum Requirements

**Qualifications**

- Bachelor’s Degree in engineering or equivalent

**Knowledge and/or Experience**

- 10 years’ experience as an Instrumentation Commissioning Engineer with a broad knowledge of commissioning planning and execution experience, for LNG liquefaction facilities or large Oil & Gas facility.
- Experienced pre-commissioning/commissioning of field instrumentation such as Smart Transmitters, Fiscal Metering Systems, Tank Gauging, Speciality Analyzers / sampling systems, Gas Chromatographs, Control & On / Off Valves, ESDV, Blowdown Valves and asscesosries, MOV’s, Fire & Gas devices, BMS / Flare Panels and speciality instruments associated with large compressors.
- Good understanding of International (ISA/IEC) Standards and best practices in the areas of Instrumentation installations.
- Demonstrated experience of using Instrument calibration tools and instrument configuration set-ups.
- Expertise in systemization, completions database, development of instrumentation pre-comm/comm procedures.
- Strong leadership skills, experience leading contractor teams.
- Experience with Smart Completions database use and set-up desirable.

**Technical and Business Skills**

- Excellent written and oral English skills.
- Strong organisational, planning and coordination skills.
- Strong technical, prioritisation and management skills.
- Good communication, influencing and interface skills.
- Proficient in Microsoft Office suite of software programs, etc.

**Behavioural Competencies**

SHE Understanding (X)	Quality/Quantity of Work (X)
Ethics and Integrity (X)	Planning and Organizing (X)
Trust and Empowerment (X)	Initiative/Commitment (X)
Teamwork/Supporting Others (X)	Interpersonal Skills (X)
Communication and Information Sharing (X)	Service Orientation (X)
Innovation (X)	Problem Solving (X)
Job Knowledge (X)	Supervising Others (X)

**Reviewed by** : Head of Compensation & Policy

**Approved by** : Human Resources Manager

**Signature** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**Agreed by** : Department Manager

**Signature** : \_\_\_\_\_  
**Date** : \_\_\_\_\_