

	<b>SIAB (M) SDN BHD</b>	DOC. REF. : SIAB/QESHM/SEC2.3
	<b>QESH MANUAL</b>	REV. No. : 0
	<b>JOB RESPONSIBILITY &amp; AUTHORITY</b>	ISSUE DATE : 1 JANUARY 2019
		PAGE : 17 OF 35
		<b>CONTROLLED DOCUMENT</b>

## **LOGISTIC & RESOURCE SUPERVISOR / STOREKEEPER / MECHANIC**

### **Duties and Responsibilities:**

1. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
2. Comply with client and applicable legal and other requirements.
3. Implement plan actions from risks and opportunities assessment.
4. Take responsibility for prevention of work-related injury and ill health.
5. Carry out store inventory control.
6. Liaise with Project Department on transfer of products and equipment from store to site, inter site, site to store or to any other external locations.
7. Handle and store products and equipment at the store in a proper manner.
8. Monitor equipment that require calibration, maintenance and repair.
9. Undertake any and all other duties and responsibilities as so instructed by the superior.

### **Accountability:**

10. Accountable for the quality, safety, health and environmental performance at his department.

### **Authority:**

NA