

	SIAB (M) SDN BHD	DOC. REF. : SIAB/QESHM/SEC2.3
	QESH MANUAL	REV. No. : 0
	JOB RESPONSIBILITY & AUTHORITY	ISSUE DATE : 1 JANUARY 2019
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M&E ENGINEER / M&E COORDINATOR / M&E SUPERVISOR

Duties and Responsibilities:

1. Assist the Project Manager to plan, monitor and control daily works at the project sites.
2. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
3. Comply with client and applicable legal and other requirements.
4. Implement plan actions from risks and opportunities assessment.
5. Take responsibility for prevention of work-related injury and ill health.
6. Ensure that project operations and document control procedures are adhered to.
7. Plan, coordinate and monitor M&E subcontractor's activities at project sites.
8. Maintain good house-keeping and implement safety practices.
9. Ensure that all M&E works carried out are in accordance to the drawings, specifications, construction plan, procedures, work instructions, etc.
10. Ensure that inspection and tests are carried out as per Inspection and Test Plans, quality control mechanisms are being used and results are conformed to specifications.
11. Submit sample materials and calibration certificates to consultants for approval.
12. Undertake any and all other duties and responsibilities as so instructed by the superior.

Accountability:

13. Accountable for the quality, safety, health and environmental management and performance at the project site.

Authority:

NA