
	<b>SIAB (M) SDN BHD</b>	DOC. REF. : SIAB/QESHM/SEC2.3
	<b>QESH MANUAL</b>	REV. No. : 3
	<b>JOB RESPONSIBILITY &amp; AUTHORITY</b>	ISSUE DATE : 04 NOVEMBER 2021
	<b>CONTROLLED DOCUMENT</b>	

**Designation : PROJECT MANAGER**  
**Department : PROJECT**  
**Reporting To : SENIOR PROJECT MANAGER, GENERAL MANAGER**

**Duties and Responsibilities:**

1. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
2. Provide and demonstrate the leadership and commitment for the overall implementation of the QESH management system in the project.
3. Take accountability for the effectiveness of the QESH management system in the project.
4. Take overall responsibility and accountability for prevention of work-related injury and ill health as well as providing safe and healthy workplaces and activities at head office and projects.
5. Ensure that the QESH management system conforms to the ISO 9001, ISO 14001 and ISO 45001 standards in the project.
6. Promote use of process approach, risk-based thinking and life cycle perspective in the project.
7. Communicate the importance of effective QESH management system and conforming to the QESH management system requirements to the project team.
8. Ensure that the QESH management system achieves its intended results.
9. Promote customer focus and improvement in the project.
10. Comply with client and applicable legal and other requirements.
11. Determine risks, opportunities and plan actions and ensure they are implemented.
12. Ensure the integrity of QESH management system is maintained at all times even when changes are made.
13. Report on performance of QESH management system including QESH performance at the department to top management.
14. Plan, manage, monitor and control project operations.
15. Plan, coordinate and monitor subcontractor's activities at project sites.
16. Maintain good house-keeping and implement safety practices.

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17. Ensure that all works carried out are in accordance to the drawings, specifications, construction plan, procedures, work instructions, etc.
18. Review and monitor site work productivity and arrange for resources as required.
19. Ensure that inspection and tests are carried out as per Inspection and Test Plans and that all quality control mechanisms are being used. Results of such to conform to specifications.
20. Report project progress to top management.
21. Undertake any and all other duties and responsibilities as so instructed by the superior.

**Accountability:**

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

**Authority:**

1. Verify requisition of construction materials and claims.
2. Issue Non-Conformance Reports (NCR) on non-conformances identified.