



POSITION PROFILE



Position Title: Commissioning Lead	Location: Client Project Work Site	
Reports To: Commissioning Manager	Safety-sensitive Position: Yes	
Supervises: Commissioning Specialists	Revised Date: June 2017	
Bounds of Authority: As specified by Commissioning Manager	Print Date: 18/09/2017	*P1/3

Primary Responsibilities & Duties

Primary Responsibility:

Assist Commissioning Manager develop commissioning strategies, execution plans and procedures which are aligned with the start-up strategies in a logical and controlled sequence to safeguard the integrity of personnel, plant and environment and deliver to Project specifications for cost, schedule and quality

Note: For Client projects where a Commissioning Manager position is not required due to scalability, Commissioning Lead will assume the responsibilities and duties of Commissioning Manager role

Primary Duties:

HSE	<ul style="list-style-type: none"> Promote/adhere to all Project work site-specific safety policies, procedures and practices; communicate awareness of safety related items to Commissioning Team Ensure records of all Project work site-specific safety and environmental training (including site orientation) for the Commissioning Team are kept and available for audit purposes Implement, practice and communicate appropriate systems, processes and procedures such that project, corporate and legislative standards are met or exceeded Plan and participate in Project work site safety drills and exercises including emergency response Ensure commissioning activities meet and integrate with Project work site requirements for, emergency response, health & safety, legal stipulations, environmental policies and general duty of care Actively participate in weekly site inspections, safety meetings and environmental processes. Monitor progress of any required corrective actions to eliminate hazards Ensure accidents/incidents (including spills) are promptly reported, investigated and all required corrective actions taken to eliminate recurrence Assist Commissioning Manager conduct weekly Audits on the implementation, awareness and performance of Project work site safety policies, procedures and practices; monitor any required corrective actions for improvement Practice and communicate Behavior Based Safety/Work Observation Process at Project work site as proactive approach to achieve 100% safety performance by focusing on preventative measures to protect Commissioning Team from hazards & risks Practice and communicate risk assessment processes (e.g. JSA, FLHA etc) which are fundamental to reducing likelihood of accidents/incidents at Project work site and a key area to promoting safety improvement
Commissioning	<ul style="list-style-type: none"> Assist Commissioning Manager identify resource needs at key project phases Apply commissioning Lesson Learned from previous projects Lead development of Commissioning Stage documents during Detailed Design Stage (e.g. system/subsystem development, Turnover & Systems Completion Dossiers, check records, preservation plan etc) Receives and coordinates systems completions documentation submitted by third-party contractors; obtain necessary Project Team endorsements and approvals Assist Commissioning Manager coordinate and execute commissioning activities required by Commissioning Execution Plan Assis Commissioning Manager to update the Commissioning Execution Plan at appropriate Project check points to ensure alignment with approved Project Systems Completion Strategy; ensure alignment with Project Engineering, Construction, Quality, Procurement, Start-up and Operations Organization Teams Collaborate with Start-up Leads to ensure safe and effective execution of commissioning activities and ensure all Commissioning Stage testing requirements are met Assist Commissioning Manager to manage Commissioning Stage interfaces between the Project Team and third-party contractors to facilitate successful commissioning and handover Lead all Commissioning Stage activities including FAT and SIT Identify Commissioning Stage issues and propose resolution Interface with Project Team, Turnover and Acceptance Coordinator, Start-up Team and Operations

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		



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	<p>Organization to ensure Commissioning and Start-up Teams are fully conversant with Systems Completion Model</p> <ul style="list-style-type: none"> Monitor static and dynamic commissioning activities, assist in resolution of systems completion related issues to ensure satisfactory quality is attained in accordance with Project specifications Assist utilization of Systems Completion Database for tracking, certification and quality purposes Interact and align with Start-up Leads for seamless transfer of care, custody and control of facilities/plant (i.e. Handover) to Operations Organization Coordinates/supervises activities of Commissioning Discipline Leads Assist Commissioning Manager in working with Start-up Team to achieve successful turnover, start-up and acceptance by Operations Organization Assist effort to capture commissioning lessons learned; participate in Project Close-out
Project Management	<ul style="list-style-type: none"> Assist Start-up Manager to monitor and report on regular basis overall start-up planning and execution period actual and forecast cost. Develop and implement mitigation plans in conjunction with Start-up Manager Provide basis to capture work progress assessments against Start-up Baseline Schedule

Key Performance Indicators (KPI)

Area	Strategy	KPI
HSE	Leading/Lagging Indicators	<p>Leading Indicators</p> <ul style="list-style-type: none"> Tool Box Talks lead (Target daily) Safety meetings attended and participated (Target weekly) # Formal work place inspections attended (Target 2 per month) # Behavior based safety observations submitted (Target 2 per week) # Pre-job Safety Meetings lead (Target all applicable) # Emergency response exercises participated (Target all scheduled) # FLHAs completed prior to performing work (Target always) <p>Lagging Indicators</p> <ul style="list-style-type: none"> Training certificates expired (Target zero) Accidents/incidents (Target zero) Vehicle incidents and property damage or loss (Target zero) Prompt reporting of accidents/incidents and spills (Target all) SWPs read and understood (Target all) Substance abuse violations (Target zero) Abide by all Client and Paradigm HSE requirements on Client work site (Target all)

Qualifications & Experience

<ul style="list-style-type: none"> Certifications (Academic, Professional): Technician or Technologist or Professional Engineer Experience (Role and Industry Specific): 10 years work experience; 5 years leading start-up activities 	
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Technical & Organizational Competencies

<ul style="list-style-type: none"> Forward Thinking Ability to identify & resolve potential problem areas Change Agility Works Collaboratively Communicates Effectively 	<ul style="list-style-type: none"> Excellent Service-to-Client Attitude Strong organizational Skills Technical Professional Skills Drives for Results/deadlines Safety-minded
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Working Conditions

NA – Not Applicable, Occasional – Up to 1/3rd time, Frequent – Between 1/3rd - 2/3rd time, Constant = Greater than 2/3rd time

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| <ul style="list-style-type: none"> Operating Equipment: Occasional On-call: Frequent Walking: Frequent Keyboarding: Frequent Driving: Frequent Sedentary/Sitting: Frequent | <ul style="list-style-type: none"> Climbing: Occasional Travel: Frequent Shift Work: Constant Bending/Crouching: Occasional Keeling/Crawling: Occasional |
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Remarks / Comments:

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		