



POSITION PROFILE



Position Title: Turnover and Acceptance Coordinator	Location: Client Project Work Site	
Reports To: Commissioning Manager, Start-up Manager	Safety-sensitive Position: Yes	
Supervises: Turnover and Acceptance Specialist	Revised Date: June 2017	
Bounds of Authority: As specified by Commissioning Manager, Start-up Manager	Print Date: 18/09/2017	*P1/3

Primary Responsibilities & Duties

Primary Responsibility:

Support the turnover of commissioning systems/subsystems at Mechanical Completion (completion of Construction Stage) and Handover (completion of Commissioning Stage).

Note: Turnover and Acceptance Coordinator is a shared resource between Commissioning and Start-up Managers with hard-line reporting to Commissioning Manager

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 and Start-up Teams Ensure records of all Project work site-specific safety and environmental training (including site orientation) for the Commissioning and Start-up Teams 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 and start-up 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 and Start-up Managers 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
Turnover & Acceptance	<ul style="list-style-type: none"> Collaborate with Commissioning and Start-up Leads to ensure system priority being considered Coordinate progression of systems/subsystems turnover and handover through continued focus on systems PUSH/PULL strategy Schedule and organize system/subsystem walkdowns at Mechanical Completion and Handover Verify system/subsystem complete in accordance with engineering design; red-lined documents reflect "as-built" condition Verify system/subsystem commissioned in accordance with Turnover and Systems Completion Dossiers (TSCD); verify documentation is accurate and signed off by responsible parties Review Punchlist documentation by TSCD and ensure Project master Punchlist is complete, accurate and uploaded to Systems Completion Database Track Turnover progress by system/subsystem; include Punchlist status Ensure materials and equipment preservation carried out and documented during all project stages Track Commissioning/Start-up Stage deliverables in accordance with Commissioning/Start-up Execution Plans Track and Report weekly on commissioning and start-up KPIs per Commissioning/Start-up Execution Plans Coordinate transfer of care, custody and control of systems/subsystems to Operations Organization
Project Management	<ul style="list-style-type: none"> Assist Commissioning and Start-up Managers monitor and report on regular basis overall commissioning/start-up planning and execution period actual and forecast cost Provide basis to capture work progress assessments against Commissioning/Start-up Baseline Schedule

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		



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Key Performance Indicators (KPI)

Area	Strategy	KPI
HSE	Leading/Lagging Indicators	<p>Leading Indicators</p> <ul style="list-style-type: none"> • 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

- Certifications (Academic, Professional): Technician or Technologist or Professional Engineer
- Experience (Role and Industry Specific): 10 years work experience; 5 years leading start-up activities

Technical & Organizational Competencies

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| <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 |
|--|---|

Remarks / Comments:

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		