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## INTEGRATED MANAGEMENT SYSTEMS

Document Title

Job Description

Author : MBA  
Approved : CNF

### Job Title

**INSPECTOR**

### Reporting Line

- This position reports to the Junior Operation Executive and/or Operation Executive / Technical Operation Support (OIC).

### Primary Responsibilities

- In-charge performing quantity and quality inspection or verification of ships, barges and pipeline transfers of petroleum, petrochemical and chemical products in accordance with the management system, applicable international and local standards and customer requirements

### Specific Responsibilities

- Perform visual observation, volume and temperature measurement and sampling of commodity materials contained or conveyed in lines, barge tanks, ship tanks, shore tanks, and other vessels
- Ensure that the received orders and instructions, obtained information from immediate supervisor are understood and documented.
- Attend commodity material movements involving line and tank transfer or displacement, loading and unloading.
- Attends intervention meetings and report to job site punctually.
- Communicate and coordinate with terminal, transport and company personnel and observe applicable operation and safety rules, regulations and standards to promote smooth exercise of duties assigned. Behaves ethically at all times.
- Communicates any problems, discrepancies or other noteworthy incidents to the Junior Operation Executive (JOE) and/or Operation Executive (OE) without delay.
- Promptly and accurately calculates quantities, perform full reconciliation and completes all required documents and distributes copies appropriately.
- Signs field inspection reports based on inspection services carried out.
- Labels sample containers with full and correct identifying data, including but not limited to location of sample, commodity/product, type of sample, name of the inspector did the sampling, date and time collected.

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- Promptly and safely delivers samples to laboratory for analysis or turn in retain, or to customer's facilities for analysis or retain.
- Prepares necessary forms, materials, equipment, appropriate personal protective equipment and or other requirements related to the job before proceeding to the work site.
- Ensure that all equipment is in good operation condition – calibration, verification and clean. This includes safety and monitoring equipment appropriate to the job.
- Perform routine equipment calibration, verification and function checks a monitor the availability of the equipment's and supplies needed for the inspection job. Make any needs for such supplies known to the JOE or OE.
- Maintain work areas, records, and equipment in a clean, organized, and functional condition.
- Assist JOE in ensuring the customer complaints and audit findings are addressed with efficient service quality investigation, including: root cause analysis/identification, and effective corrective and/or preventive action.
- Perform work assignments in any operation areas when needed to meet operation commitments
- Requesting for cash advance / payment of inspection operation expenses subject to review of JOE and approval of OE as per guidelines issued under the Financial policies and procedures.
- Performs other related duties as may be assigned to achieve respective section's goals or for own personal, or professional training, education or development as programmed by the immediate supervisor.
- Operating to the highest standards of ethics, in accordance with the SGS Code of Integrity.
- Complies with the Quality, Health and Safety, Environment and Energy (QHSEE) policies and supporting objectives including, but not limited to:
  - Demonstrates strong obligation to SGS QHSEE policies, procedures and work instructions by actively participating in meetings, projects and events, completes required training, intervenes in unsafe situations, refuses unsafe work, and complies fully with all applicable laws and regulations related to HSEE
  - Perform appropriately and immediately to emergency situations and assists other staff members in maintaining readiness to respond to emergencies within the workplace
  - Disposes or directs the disposal of waste generated as a part of daily work performed in a safe manner and in compliance with the disposal regulations and requirements, and in accordance with SGS Environmental Management System requirements
  - Reports all incidents, including near misses and hazards, that may affect the achievement of QHSEE objectives in accordance with SGS Incident Reporting and Management requirements
  - Efficiently uses all equipment, including safety equipment, and company owned property in the manner intended and reports any damaged / lost equipment to immediate superior
  - Maintains a safe and tidy worksite according to the organization's 5S program and guidelines
  - Maintains awareness of the safety and health related hazards and environmental aspects and proposes action plans to control the risks to immediate superior or QHSEE Coordinators

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- Actively participates in incident investigations and risk assessments as deemed necessary by SGS management
- Fulfills the requirements needed in the success of the QHSEE Management System
- Recognizes the potential consequences of not following the established policies, procedures, and guidelines, including not fulfilling the organization's compliance obligations

### Profile

- Graduate of any Engineering courses and/or
- Minimum of two (2) years inspection operation working experience in petroleum industry, International Federation of Inspection Agencies certified is an advantage
- High School or equivalent vocational course is available. (For Guam)

### Required Skills

- Excellent interactive and communication skills both written and verbal with the ability to effectively present information and reply to questions from customers and/or regulatory agencies pertaining to the activities carried out by the team and in recommending remedial or action items for improvements, as needed.
- Has an analytical, mathematical and technical skills and able to assess problem involving variables in standardized situations
- Could handle tasks in stimulating work environment such as outdoor/field assignments, weather condition & etc.
- Able to work in flexible schedules when needed to meet inspection operation commitments
- Ability to work effectively even under pressure while performing concurrent numerous inspection operation works
- Strategic, methodical, logical and detail oriented
- Has a driving skill
- Able to coordinate and motivate.
- Able to build confidence, respect and confidentiality.
- Acts quickly and decisively; able to make tough calls.
- Proficient in Computer - MS Windows application