



JOB PROFILE CHART FOR :- FIRE PROTECTION ACTIVE SUPERVISOR - LEVEL 3

DUTY		TASK												
Prepare Start-Up Activities	Prepare Work Schedule		Collate Design Information		Administer Shop Drawing Preparation		Administer Materials List		Administer Equipment List		Administer Sample Boards		Prepare Site Budget	
	01	01.01	L3	01.02	L3	01.03	L3	01.04	L3	01.05	L3	01.06	L3	01.07
Perform Quality Control	Implement Company Quality Control Policy		Establish Correct Tools And Equipment Used		Inspect Work Quality		Rectify Non-Conformance Works							
	02	02.01	L3	02.02	L3	02.03	L3	02.04	L3					
Mobilise Site Materials	Prepare Materials Requisition		Organise Materials And Equipment Deliveries		Verify Delivery of Materials		Coordinate Material Handling							
	03	03.01	L3	03.02	L3	03.03	L3	03.04	L3					
Coordination Project Activities	Attend Site Coordination Meetings		Carry Out Interfacing Activities		Liaise With Site Officers		Administer Work Program Claim							
	04	04.01	L3	04.02	L3	04.03	L3	04.04	L3					
Perform Supervisory Function	Conduct Site Familiarisation Briefing		Delegate Work Assignments		Monitor Site Man-Power		Conduct Daily Briefing		Maintain Site Activities Log Book		Administer Progress Report			
	05	05.01	L3	05.02	L3	05.03	L3	05.04	L3	05.05	L3	05.06	L3	
Implement Installation Activities	Supervise Piping Installation		Supervise Wiring Installation		Supervise Equipment Installation		Enforces Safety Procedures		Monitor Material Usage		Carry Out System Installation Inspection			
	06	06.01	L3	06.02	L3	06.03	L3	06.04	L3	06.05	L3	06.06	L3	
Implement System Installation Activities	Supervise (Wet) Fire Protection System Installation		Supervise (Dry) Fire Protection System Installation		Supervise Gaseous Fire Supression Installation		Supervise (Pasive) Fire Protection System Installation		Supervise High Hazard Fire Protection System Installation					
	07	07.01	L3	07.02	L3	07.03	L3	07.04	L3	07.05	L3			
Implement Testing And Commisioning	Conduct Pre-Testing		Conduct Testing And Commisioning Activities With Other Sub Contractor		Organise As-Built Drawings		Prepare Operation Manual							
	08	08.01	L3	08.02	L3	08.03	L3	08.04	L3					