JOB DESCRIPTION

I. JOB TITLE IDENTIFICATION

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<table>
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<tbody>
<tr>
<td>1</td>
<td>Position</td>
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<tr>
<td>2</td>
<td>Position ID</td>
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<tr>
<td>3</td>
<td>Management Level</td>
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<td>4</td>
<td>Department/Section</td>
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II. REQUIREMENTS

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<tr>
<td>1</td>
<td>Qualification</td>
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<tr>
<td>2</td>
<td>Working experience</td>
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<tr>
<td>3</td>
<td>English level</td>
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<td>4</td>
<td>Computer skills</td>
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<td>5</td>
<td>Training courses</td>
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| 6 | Others | - Have the knowledge of equipments for Oil & Gas field.  
- Seize standards, norms and procedures of P&M construction, fabrication and installation.  
- Seize standards, norms and procedures of HSE.  
- Have execution and operation skills as well as coordination in production. |

III. JOB DESCRIPTION

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| 2 | Obligation | Preparation for production: includes but not limited to:  
1. Research all relevant terms and conditions in the project contract in order to prepare technical proposal, document and project execution plan; propose fabrication methods so as to ensure the quality requirements; Detect, discover and report to the authority about complex technical requirements in order to have appropriate solutions.  
2. Detect and update the volume of work (the quantity, the type and the specification ...); the schedule of work completion; resources for construction. Submit to P&M Superintendent difficulties and problems in order to receive appropriate solutions.  
3. Based on the scope of work and assigned tasks, arrange and allocate manpower, machines, equipments, materials, storages and yards to have good preparation for fabrication.  
4. Sufficiently and readily prepare drawings, documents and procedures so as to deploy tasks to production teams. |
5. Organize and allocate tasks and scope of work to individuals.
6. Report to the P&M Superintendent on the status and the consequence of work completion.
7. Complete other tasks assigned by the P&M Superintendent.

- Fabricating and monitoring the fabrication process but not limited to
  1. Based on the assigned tasks, plans, schedules, materials, equipments, norms for construction approved by the Director, prepare the production order and submit to the superintendent/ construction manager/project manager for approval.
  2. Ensure HSE conditions during fabrication process.
  3. Deploy documents/drawings to production teams. Distribute materials to each team as approved production orders. Issue task allocation cards to production teams as the approved production order.
  4. Responsible for the technical aspect, the schedule, the quality of completing assigned tasks.
  5. Responsible for managing and supervising construction resources to ensure the effectiveness and the quality of products. Manage and control construction materials, including main and auxiliary materials to ensure the lowest cost and protect from loss and waste in the assigned scope of work. Synthesize and make reports for work completion as each production order.
  6. Implement, report, synthesize and complete documents relating to arising matters out of the signed contract after work completion so as to create evidence for client’s payment.
  7. Complete final documents and product hand over and return surplus materials after assigned task completion.
  8. Update, report the progress of work completion to the superintendent or report as the request of the superintendent.
  9. Complete other tasks assigned by the authorities.

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<th>3</th>
<th>Other tasks</th>
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| 4 | Internal Relationship | During task completion process, P&M supervisor should have close relationship with other disciplines to ensure the safety, the quality, the effectiveness and the project schedule.
  - Regarding to HSE discipline: closely coordinate with this discipline to identify potential risks; update HSE policies and regulations of the Company and the Corporation; establish a safe working environment as well as safely complete assigned tasks; minimize labour accidents and other injury. Besides, |
coordinate with HSE discipline to check and issue work permits for compulsory activities and revoke them once work completion.

- With regard to Planning discipline: coordinate with this discipline to provide essential information relating to assigned tasks, update the project schedule so as to capture the overall results as well as project implementation.
- In terms of QAQC discipline: closely coordinate with this discipline to test and check the quantity and the quality of products; complete final document and product hand over to clients.
- In regard of Engineering discipline: closely coordinate with this discipline to clarify technical specifications. Solve different points between the engineering and the reality. Closely control main project materials. Solve any arising problems or conflicts between P&M with Structure or Electrical/Instrument. Complete final and relevant documents and arising points out of the contract.
- Regarding to Procurement discipline: closely coordinate with this discipline to catch up all information of materials and equipments in order to be proactive in making plans of fabrication.
- With regards to other disciplines: closely coordinate with other relevant disciplines like E&I; Painting and Scaffolding, Structure in order to facilitate fabrication process smoothly. Coordinate and cooperate with other relevant disciplines in project.
- In regard of managers: adequately report to them on the status of fabrication, conflicts and pending points in order to get approval or appropriate instruction. Propose appropriate suggestions and solutions in order to obtain the schedule, the effectiveness and the quality as required. Complete other tasks as assigned.

5 External Relationship

In terms of client: timely provide essential information, regarding to the status of fabrication and installation so as to create the secure to client; gently deal with client, create a friendly atmosphere in customer relationship; acquire and solve completely any suggestion and complaints from customers with the short time so as to gain the trust of the client.

6 Rights

1. Have the right to refuse or stop implementing assigned tasks or require other ones to stop his/her work if related risks are found that may directly result in accidents/damages to health or environment and immediately report to authorities for problem solving.
2. Have the right to require the authorities to adequately provide
resource in order to complete assigned tasks.

3. In assigned scope of work, have the right to mobilize resources to complete the task with the highest effectiveness and compliance with the company’s regulations and policies.

4. Have the right to discipline, replace or remove individuals, who do not conform to/ violate the company regulations or do not complete the tasks as required.

5. Have the right to request the authorities to increase salary rates and reward individuals/ groups/ teams, who have good working spirit, complete the assigned tasks with the highest effectiveness and the compliance with the company’s regulations and policies.

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<tr>
<th>7</th>
<th>Report to Delegate</th>
<th>Construction Manager/ Project Manager/ Deputy Construction Manager/ P&amp;M Superintendent. P&amp;M Supervisor</th>
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| 8 | Standards of performance | - The satisfaction of client, in terms of the product quality, working environment and professionalism in work completion.  
- The work performance and the control of project plans and schedules.  
- The compliance with HSE policies.  
- The compliance with current policies and regulations of the company. |