# Job Description

## 1. ROLE DETAILS:

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Senior Fire Engineer</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Fire Services Manager</td>
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<tr>
<td>Department:</td>
<td>Fire Services</td>
</tr>
<tr>
<td>Function:</td>
<td>Health, Safety &amp; Environment</td>
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<tr>
<td>Prepared / Revised on:</td>
<td>January, 2016</td>
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## 2. ROLE PURPOSE:

To act as the in-house expert on fire engineering practices, policies and procedures at Orpic by identifying best fit of relevant standards, developing standard operating procedures; inspection regimes on existing and new installations, compliance audits of fire system maintenance, specifications and repair, verification audits and reviewing and assessing fire philosophies to enable Orpic to be legal compliant and have the correct approach in terms of fire prevention and protection.

## 3. ROLE DIMENSIONS:

<table>
<thead>
<tr>
<th>Dimensions:</th>
<th>Role Dimensions:</th>
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<tbody>
<tr>
<td>No. of Staff Supervised:</td>
<td>0</td>
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## 4. KEY ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Key Performance Indicators</th>
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<tbody>
<tr>
<td><strong>Strategy</strong></td>
<td>- Interpretation of policies and Standards to provide direction to the Fire Services in executing strategies and plans.</td>
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<tr>
<td>Perform parts of the strategy as set out by the Manager Fire Services in the 5 year plan for the fire services applicable to your areas of expertise.</td>
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<td><strong>Day-to-day operations</strong></td>
<td>- Smooth flow of day-to-day operations.</td>
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<tr>
<td>Follow the day-to-day operations related to own job in the Fire Services department to ensure continuity of work</td>
<td>- Auditing inspection results.</td>
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<td>- Planning of work load, plant visits.</td>
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<tr>
<td><strong>Fire Safety Standards, Procedures &amp; Plans</strong></td>
<td>- Policies, Procedures &amp; Plans are benchmarked against best practices</td>
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<tr>
<td>Identify and assess relevant standards (ex. National Fire Protection Agency), best practices for the department in order to ensure that these are considered in the development of departmental operational plans, policies &amp; procedures.</td>
<td>- Standard Operating Procedures are prepared and maintained</td>
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<td>Inspect buildings or building designs to determine fire protection system requirements and potential problems in areas such as water supplies, exit locations, and construction materials.</td>
<td>- Quality of inputs towards the development of Fire Services Plans</td>
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<td>Develop and implement standard operating procedures (management of foam stocks, etc.), for the fire services team and for the review of Fire Services Manager, ensuring that the procedures best match the needs and operational constraints of the sites.</td>
<td>- Compliance to Environmental, Safety and Quality requirements.</td>
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- Prepare and write reports detailing specific fire prevention and protection issues such as work performed and proposed review schedules.
- Direct the purchase, modification, installation, maintenance, and operation of fire protection systems, mobile and major scenario apparatus.
- Continuously evaluate plans and procedures through scenario testing, feedback sessions with team and on the ground personnel to ensure that Orpic’s policies and procedures are evolved to best resolve any fire & safety emergencies.
- Assist the Fire Services Manager in the development of a comprehensive Emergency Response Plan to ensure consistency of response procedures in the event of a major incident.
- Ensure Policies and procedures are generated to ensure compliance to OSHAH 18001, ISO 9001, ISO 14001.

### Fire Protection and Prevention Programs
- Act as the in-house expert and guide team leaders as well as fire fighters in matters of seeking clarification on policies, plans or on relevant HSE matters.
- Advise architects, builders, and other construction personnel on fire prevention equipment and techniques, and on fire code and standard interpretation and compliance.
- Develop plans for the prevention of destruction by fire, wind, and water.
- Evaluate emerging fire fighting technologies to suggest procurement plan given cost effectiveness and operational feasibility.
- Design and evaluate existing fire detection equipment, alarm systems, and fire extinguishing devices and systems.
- Evaluate fire department performance and the laws and regulations affecting fire prevention or fire safety.
- Conduct research on fire retardants and the fire safety of materials and devices.
- Study the relationships between ignition sources and materials to determine how fires start applicable to the facilities in Orpic.
- Attend workshops, seminars, or conferences to present or obtain information regarding fire prevention and protection if and When required.
- Update and review fire fighting philosophies for the company.
- Investigate any major incidents and generate analysis around any noted observations, provide recommendations to the Fire Services Manager on improving control measures of the department in operational responses.
- Liaise with insurance companies to ensure that any observations or findings pertaining to non-compliance are considered, recorded, acted upon and consequently reflected in occupational readiness plans.
- Review all maintenance, repair, overhaul and testing of fire detection and protection systems to ensure that they will function correctly in extinguishing fires. This involves working closely with the fire fighters to oversee compliance of all fire safety measures onsite.
- Develop systematic procedures for testing all fire prevention systems on a regular basis to ensure all equipment is operational.
- Coordinate with Fire Services Team Leaders on effective practices to adopt when engaged in firefighting to prevent escalation of damage to Orpic sites and personnel.
- Spot-check firefighting systems regularly to ensure that all systems are fully functional and serviced.

### Risk Assessment
- Assist Fire Services Manager in the design and implementation of

### Additional Notes
- Clarifications and advice is provided to team on time.
- Quality control of Teams works in the field.
- Investigation of high potential and major incidents, preparing of reports to show root causes and corrective actions.
- Tracking non-conformances to close out, gathering objective evidence to show close outs of actions.
- Coverage of fire protection safeguards in all areas within Orpic.
- Random checks on various fire protection equipment.
robust means of assessing the potential risk for all Orpic operational activities so that appropriate preventive measures can be taken to mitigate and manage any risks which may exist.

### Training Plans and Execution
- In conjunction with Fire Services Team Leaders, identify training needs; prepare both short and long-term training plans to ensure maximum coverage of training needs for various Orpic personnel.
- Analyse effectiveness of training courses delivered to suggest recommended action plan for improvements.
- Plan and propose various awareness programs to encourage a work environment that values fire safety.
- Devise fire safety training to all Orpic employees to increase the reliability, safety and readiness of all fire-related incidents.
- Evaluate the training needs of fire fighters to ensure alignment with required skills demanded of Orpic firefighting personnel.

### Meetings & Feedback Sessions
- Maintain on the ground presence during routine inspections, mock drills and emergency scenario tests to observe and gather any feedback for improving the fire & safety policies and plans.
- Conduct regular meetings with the fire services team and other HSE personnel to proactively identify any shortcomings in Orpic’s emergency response plans.

### Documentation & Reports
- Maintain up to date documentation on SOP’s, departmental plans (Emergency Response Plans, Business Continuity plans etc.) and ensure availability to all concerned stakeholders (Fire Services Team, operational personnel).
- Maintain master specification sheet for all fire & safety equipment’s.
- Maintain the Risk Register and Legal Register for the fire services.

### Safety, Quality & Environment
- Comply with all relevant safety, quality, health and environmental procedures to ensure a healthy and safe work environment.
- Coordinate all relevant safety training relating to hazardous or combustible materials with the HSE Department so that all trainees have a full overview of the potential causes of fire and prevention measures.

### Related Assignments
- Perform other related duties or assignments as directed.

### 5. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:
- The jobholder acts as a specialist and advises all departmental personnel, engineers and contractors on various matters pertaining to policies, procedures and matters pertaining to the day to day operations of the department.
- The jobholder reports to the Fire Services Managers and can make critical decisions by him/herself in his/her technical field of expertise. The fire service manager need to be known in these decisions as it can impact bigger strategies.
- The jobholder does the first round of review and approval on matters pertaining to changes in philosophies, policies, procedures and protocols of the Fire Services Department.
- Consult with authorities to discuss safety regulations and to recommend changes as necessary.

### 6. COMMUNICATIONS & WORKING RELATIONSHIPS:
#### Internal:
- All function/department heads
- Fire Services Team
External:
- Consultants, Service Providers, Governmental Agencies (ROP, Civil Defence), Insurance Providers

7. KNOWLEDGE, SKILLS & EXPERIENCE:

Knowledge & Experience:
- University degree in Fire Protection from a recognised Institute and with a minimum experience of 5 – 7 years’ fire systems design, commissioning a verification experience within oil and gas/Petrochemical facilities. (Maryland, WPI, Oklahoma State University, Eastern Kentucky University or University of New Haven)

Skills:
- Expert understanding of fire prevention management theory and philosophy.
- Detailed understanding of all legislative and regulatory requirements with respect to fire safety management systems.
- Training delivery and presentation skills.
- Understanding of fire equipment specifications and maintenance protocols.
- Understanding of risk assessment theory and processes.
- Communication skills
- Customer service orientation

8. COMPETENCIES:

- Capable to define and write policy procedures and SOP’s
- Capable to work with external stakeholders, companies and institutions to close insurance findings and actions
- Capable to gather information track issues/gaps and close items with evidence against audits, reports and projects
- Capable to define specification for specialised fire equipment and services, with Fire Services teams, and facilitate on time procurement.
- Capable to holistically grasp of complex situations, moves between intuitive and analytical approaches with ease.
- Capable to assess emergency response plans, identify gaps in people, equipment and practices and implement corrective actions on his own.
- Capable to evaluate information to determine compliance with standards (NFPA and associated Standards) by using relevant information and individual judgment and interpretation to determine whether events or processes comply with laws, regulations, or standards.
- Capable to interact with technology by using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Capable to provide consultation and advice to others by providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

9. APPROVALS:

Business Unit Head ( ):

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<th>Signature</th>
<th>Date</th>
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Head of Human Resources:

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<th>Signature</th>
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