



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Operation Safety Procedural Forms/Checklists – Job Description-Fire Prevention Coordinator

Document No	<u>LUS-HSE-FM4-441-018.00</u>	Rev	<u>0</u>
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
		Date	<u>01-May-2015</u>

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.



Job Description

1. JOB DETAILS:

POSITION TITLE:	Fire Prevention Coordinator
REPORTS TO:	Fire Prevention Manager
DEPARTMENT:	HSSELQ
GRADE:	
PREPARED / REVISED ON:	May 2015

2. JOB OBJECTIVE:

Apply Fire Safety Engineering and Technical Specification and undertake fire inspection on a daily basis to Lusail Wide, Developers, QD Local Projects and QD Residential Compound.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	None
	Total:	0

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
To take an active role in Fire Safety Engineering on drawings to ensure all fire safety requirements are applied.	
Undertake daily / weekly fire safety inspection and recommend necessary corrective actions.	
Carry out fire incident investigation confirm root cause and purpose recommendations for improvement.	
Review and approve key fire safety documentation for project HSE Management.	
Attend relevant HSE & Fire Meetings.	
Track and monitor close out of Fire violations.	
Monitor the implementation of Lusail Fire Programs.	
Promote Fire culture as a core value for Lusail and QD local projects and implement a zero incident tolerance strategy.	



Monitor HSE performance of PMCM, Consultants, Developers and Contractors.	
Produce inspection reports, fire accident / incident analysis trends as necessary.	
Conduct random Fire inspections of batching plants and labour Camps and ensuring all relevant regulatory requirements are met.	
Implement Performance Deduction Procedure.	
Input Fire performance into weekly HSE report	
Monitor HSE performance of PMCM, Consultants, Developers and Contractors.	

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: Supervising & Management Consultants, Contractor PM, CM, & HSE, Developer Contractors, Client HSE Management

External: Consultants, Suppliers, Manufacturers, Government bodies, Ministries, Training Bodies, Suppliers

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Skills: Computer literate; problem solving skills; people skills; able to work unsupervised; able to work as a team; must be able to speak and write English, Arabic; able to prioritize work; good report writing skills; good communication skills.

Minimum Qualifications: Bachelor of Science / Mechanical Engineering degree and relevant technical professional qualification relating to Fire Standards; but other; HSE related training desired; able to speak and write English and Arabic preferred.

Minimum Experience: 3 years related working experience especially in infrastructure projects; minimum 2 years working experience in GCC countries; experience in Fire management an advantage.

7. NOTE:

Carrying this duties and responsibility toward his job and the client;
Duties and perform high level of training, Inspection and incident investigation and technical reporting;
All job objectives and Key Accountabilities are the minimum requirements.



8. APPROVALS:

Employee :

Signature

Date

Senior Dept. Manager:

Signature

Date

HSSELQ Director:

Signature

Date

HR Manager:

Signature

Date