



Lusail Real Estate Development Company

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

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

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COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
0		HSE Working Group	Michael Ford <i>Michael Ford</i>	<i>[Signature]</i> Ulwe Krueger	1 st May 2015



Job Description

1. JOB DETAILS:

POSITION TITLE:	FIRE INSPECTOR
REPORTS TO:	FIRE PREVENTION MANAGER
DEPARTMENT:	HSSELQ
GRADE:	
PREPARED / REVISED ON:	JANUARY 2015

2. JOB OBJECTIVE:

To undertake fire inspections duties in developing sites and all kind of existing buildings and/or property on a daily basis to Lusail Wide (Developers and CP's), QD Local Projects and QD/Lusail Complex, monitoring and ensuring the implementation of statutory fire prevention requirements, standards and regulations. To monitor Lusail site wide fire prevention programs, initiatives and campaigns. To co-ordinate all fire prevention requirements with PMCMs / Consultants, contractors including Developer Contractors as required.

3. JOB DIMENSIONS:

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

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
Inspect buildings to locate hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits.	
Identify corrective actions necessary to bring workplace into compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to project managers.	
Conduct inspections and acceptance testing of newly installed fire protection systems.	
Inspect and test fire protection and/or fire detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.	
Conduct fire code compliance follow-ups to ensure that corrective actions have been taken in cases where violations were found.	



Inspect workplace that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations, and issue hazardous materials permits to workplace found in compliance.	
Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.	
Develop or review fire plans.	
Review blueprints and plans for new or remodelled buildings in order to ensure the structures meet fire safety codes.	
Attend training classes in order to maintain current knowledge of fire prevention, safety, and firefighting procedures.	
Present and explain fire code requirements and fire prevention information to contractors, engineers, developers, fire service personnel.	
Conduct fire drills to monitor and evaluate evacuation procedures.	
Inspect liquefied petroleum installations, storage containers, and transportation and delivery systems for compliance with fire laws.	
Search for clues as to the cause of a fire, once the fire is completely extinguished.	
Develop and coordinate fire prevention programs such as false alarm billing, fire inspection reporting, and hazardous materials management.	
Testify fire code and fire safety issues when necessary.	
Recommend changes to fire prevention, inspection, and fire code endorsement procedures.	
Investigate causes of fires, collecting and preparing evidence and presenting it when necessary.	

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: Supervising & Management Consultants, Contractors PM, CM & HSE, CP’s & Developers contractors, client HSE & Fire Management, among others.

External: Consultant, suppliers, manufacturers, government bodies, ministries, training bodies, etc.



6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Skills: Excellent communication skills, computer literate, team work capacity, working knowledge with NFPA and /or other applicable standards, Good writing and speaking English, good reporting skills able to prioritize the work. (Arabic language knowledge will be a must)

Minimum Qualifications: Fire Science Degree or equivalent (BSc and/or MSc level) and relevant technical professional qualifications relating to Fire Standards and Codes (national and international), Good working knowledge with Fire Prevention Technologies, Fire Protection Equipment and Systems, using personal adequate knowledge, abilities, skills and experience. (NFPA CFI – I, NFPA CFI – II, and/or other equivalent and relevant qualifications will be preferred)

Minimum Experience: 5 years related work experience, especially in construction field and infrastructure projects; Minimum 3 years of working experience in GCC countries; Fire Suppression and Detection Systems Experience, Fire Operations and Fire Prevention supervision experience (3 to 5 years in the field);

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

HSELQ Director:

Signature

Date

HR Manager:

Signature

Date