

Job Description for: Inspector II

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
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9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs inspections while continuing formal education, if required, and mastering Job Training Standard tasks and/or performs NDT inspection using methods for which the incumbent is certified.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

At this level the incumbent will perform inspections for which he is qualified. He will receive on-the-job training in one of the following inspection disciplines: Civil/Plumbing/HVAC, Electrical/Instrumentation, Plant Equipment/Welding, Coatings, Relief Valves, Telecommunications, Vendor Quality Control, Non-Destructive Testing, or Cathodic Protection. Typical work responsibility involves performing on-site inspections, processing and/or recording the results of tests and preparing work sheets, records, reports on inspection assignments and performing non-destructive tests. Work could require physical exertion such as climbing, be primarily outdoors, dirty and could require travel to remote areas or offshore. Supervision will not be continual. The incumbent will report to the applicable Supervisor and receive day-to-day work direction and technical guidance from higher classified inspectors.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Frequent contacts will be primarily internal within the assigned functions and with higher qualified inspectors and the supervisor in conducting the duties related to the specific discipline. Occasional direct contacts are made with Saudi Aramco foremen, operators, construction engineers(>,<) maintenance and contractor personnel, to exchange information. Frequent contact will be with teachers and other Saudi Aramco Industrial Training center personnel.

9003 Principal Duties
DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS.
PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

- GENERAL: (FOR ALL DISCIPLINES)**
- A. Performs/assists in the inspection of materials and equipment by assuring they are within tolerances, grade and quality specified, properly stored and handled and that they have not been damaged.
 - B. Performs/assists in the inspection of unsafe conditions that could

results in injury, death or financial loss to the Company.

C. Completes on-the-job training, as required by the Job Training Standard, as well as classroom training, prescribed by the employee's IDP and supervisor, as part of the Inspector Training Program.

D. Performs all work in a safe manner by using all required safety equipment and by following all safe working procedures.

E. Performs inspections the incumbent is qualified to perform.

F. Attends courses if required by the Job Training Standard and obtain licenses/certifications specified therein, for Inspector I position entry, for the assigned inspection discipline.

CIVIL/PLUMBING:

A. Performs inspection of concrete slab placement. Verifies correct rebar size, grade and spacing; concrete quality and proper techniques used in placing, curing and finishing operations.

B. Assists in the inspection of excavation, backfill, and compaction operations and reviews test reports for acceptability.

C. Assists in the inspection of structural steel erection and pile driving operations.

D. Performs inspection of masonry work.

E. Performs inspection of asphalted concrete paving operations.

F. Performs inspection of rough finish carpentry work.

G. Assists in the inspection and testing of drainage systems including vents, traps, interceptors, gravity, and pressure sewers.

H. Assists in the inspection of joints and connections made of galvanized steel, copper ABS, PVC, CPVC, verified clay, cast iron, wrought iron, cement and steel (except welded) piping materials.

I. Performs inspection of plumbing fixtures; verifies size, roughing in and quality requirements.

J. Assists in the inspection, installation and testing of utility distribution systems including water, air, oxygen, gas nitrogen, steam, etc.

K. Assists in the inspection of all phases of air conditioning equipment installation.

ELECTRICAL/INSTRUMENTATION:

A. Performs inspection of all types of cable and conduit installations.

B. Assists in the inspection of underground installations and above or below ground transmission lines.

C. Assists in the inspection of high, medium and low voltage terminations, cable pulling and splicing operations and substation construction or renovations.

D. Performs inspection of grounding system installations.

E. Assists in the inspection of existing electrical service and new installations for residential and commercial buildings.

F. Performs inspection of cable tray installations.

G. Assists in the inspection cable pulling operations.

H. Witness seal pouring.

I. Performs inspection of duct banks.

J. Performs inspection of lighting fixtures.

K. Assists inspection of instrumentation installations

L. Witnesses inspection or testing of the installed instrumentation

systems.

M. Witnesses field-testing of installed instrumentation.

N. Confirms readings and test values for instrumentation.

PLANT & EQUIPMENT/WELDING:

A. Performs inspection of plant equipment such as columns, drums, heat exchangers, furnaces, piping, flares, and tanks for corrosion(>,<)>

erosion, and mechanical damage.

B. Witnesses pressure tests on piping, vessels and other plant equipment.

C. Witnesses and assists in the performance of non-destructive examination operations and radiographic film interpretation.

D. Makes isometric sketches or drawings for inspections records.

E. Assists in the inspection of equipment to assure it is properly blinded, gas free and safe for entry.

F. Assists in performing visual inspection of production welds.

COATINGS:

A. Studies coating inspection, supervised by a senior coatings inspector.

B. Performs inspections of surface preparations for coatings including taking anchor pattern measurements.

C. Assists with/performs certification of critical coatings applicators.

D. Performs inspection of compressors, air/blast hoses and other items necessary to achieve satisfactory blasting nozzle pressures.

E. Assists with/performs trouble shooting on blasting equipment and blasting operations.

F. Performs inspection of material preparations, coating application and coating thickness.

G. Assists with inspection for safe operating conditions.

H. Performs holiday testing of critical coatings.

RELIEF VALVES:

A. Studies the relief valve coordination function, supervised by a senior inspector.

B. Assigns unique control numbers for all new valves and ensures that all records, calculations, and supporting data sheets are maintained for all relief valves in the assigned area.

C. Suggests changes to improve the relief valve program and make it more cost-effective while maintaining or increasing the overall level of protection and safety of plant facilities.

D. Assists/performs audits of business line and contractor relief valve programs and facilities.

E. Identifies and recommends corrective action on program deficiencies as relating to Company system of standards.

F. Identifies mandatory changes of Company and National standards, e.g. ASME, API, ANSI, etc., as relating to testing, design, and maintenance of safety valves, and cost effective means to integrate these changes into the existing program.

G. Initiates computer processing service requests and trouble reports when problems are encountered with production runs. Works closely with the EDP programmers to ensure that any changes are thoroughly tested and working properly prior to release. (Applicable to ID Corporate level only).

TELECOMMUNICATIONS:

A. Verifies conduit mandrel test.

B. Performs inspection of backfilling.

C. Performs inspection of separation of buried utilities.

D. Assists with inspection of pedestal installations.

E. Witnesses and assist in verifying proper cable splicing.

F. Inspects cable pulling operations.

G. Assists in verifying correct cable size, type and identification.

H. Assists with inspection of direct buried cable installation.

I. Checks for safe working practices.

VENDOR QUALITY CONTROL:

- A. Assists or performs inspection or monitoring of contract inspectors, assigned to the inspection of Saudi Aramco materials and equipment in vendor shops.
- B. Writes or assists in writing reports to the assigned Supervisor.
- C. Assists with or performs reviews of purchase requisitions and purchase orders for adequate inspection requirements.
- D. Assists with the resolution of inspection related problems, concerning materials and equipment, which arise during the manufacture and inspection processes.
- E. Completes off-the-job classroom training as required by the Department, for grade code 10 position entry.

NON-DESTRUCTIVE TESTING:

- A. Performs NDT examinations using methods for which the incumbent is certified.
- B. Prepares and completes documents and reports required by the specific examination method used.
- C. Assists with initial evaluation of discontinuities revealed by NDT methods and passes this information on to others.
- D. Assists with RT film interpretation.
- E. Attends off-job training courses in welding and related subject and obtains NDT certifications and qualifications in preparation for Inspector I job entry.
- F. Identifies NDT equipment in need of repair and calibration.

CATHODIC PROTECTION:

- A. Studies the cathodic protection inspection function, supervised by a senior inspector.
- B. Inspects CAD welds for soundness and subsequent coating and holiday testing.
- C. Verifies installation of electrical bonding and assists system continuity inspection.
- D. Performs holiday testing of CP cables.
- E. Verifies rectifier output meets the CP system specification requirements.
- F. Inspects cable installations and backfill.

9004	Minimum Requirements A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.
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- A. Completion of ITC: English, ERW; Math, MT; Science, ST. and (NOTE: To offer the individual the best chance of success in Academic training it is advantageous to provide the opportunity for him to complete all ITC requirements as soon as possible including those required in higher grade codes).
- B. Experience Required: Six (6) years minimum. Must have 2 years experience as a Saudi Aramco Inspector III or 6 years work experience including 2 years experience and/or training in one or more of the inspection disciplines.
- C. Must have successfully completed a Phase II Job Skills Course, or Basic Operator Course, Apprentice Training Program or equivalent.
- D. Must have successfully completed job tasks, ITC/JSTC courses and other requirements specified in the Department's Job Training Standard for GC-09 position entry or demonstrated proficiency in these areas through practical examination.
- E. Must read, write and speak English fluently.
- F. Must have a valid Saudi drivers license.
- G. Must have good vision (20/20 normal or corrected) and be in good

physical condition.

H. Must be willing to work at high elevations and in confined spaces.

I. Must be willing to work in assigned areas.

J. Must be computer literate with competence in Microsoft Office products (i.e. MS Word, Excel and PowerPoint) and knowledge of other SA systems utilized within the specific discipline and required by the individual Depts.

K. Must meet one of the inspection discipline specific requirements given below.

CIVIL/PLUMBING/HVAC:

Must meet the prerequisites for current grade code.

ELECTRICAL/INSTRUMENTATION:

Must successfully complete the JSTC Electrical Core Program or equivalent.(If necessary)

PLANT AND EQUIPMENT/ WELDING:

a) Must have Saudi Aramco NDT Level I certificates in VT, MT and PT.

b) Must be Saudi Aramco Level I, Certified Coatings Inspector.

c) The individual should develop experience of in-service inspection of the applicable stationary equipment; boilers, pressure vessels, piping, storage tanks, valves and safety appurtenances.

d) Should develop a working knowledge of the following applicable industry standards NBIC, API 510, 570, RP 571, 653, 650, 1104, ASME VIII Div 1, V, IX, B31.1, B31.3, B31.4, and B31.8.

COATINGS:

a) Must successfully complete the Plant and Equipment/Welding requirements for GC-09 position entry.

b) Must be Saudi Aramco Level I, Certified Coatings Inspector.

RELIEF VALVES:

Must successfully complete the Plant and Equipment/Welding requirements for GC-09 position entry.

TELECOMMUNICATIONS:

Must meet the prerequisites for current grade code.

VENDOR QUALITY CONTROL:

Must successfully complete the Plant and Equipment/Welding or Electrical requirements for GC-09 position entry.

NON-DESTRUCTIVE TESTING:

Certifications Required: (Conventional NDT & Advanced NDT Personnel)

NDT discipline inspectors must hold the following certifications:

a) RT-II, UTTG, VT-II and MT-I or PT-I,,OR

b) UT-I, VT-II and MT-I or PT-I,,OR

c) MT-II or PT-II, VT-II plus one other method at Level I ,,OR

d) Have previously held requirements a), b) or c) above for a minimum period of 3 years. In no case will the incumbent currently hold less than three (3) certifications of which one must be Level II.

e) Must have passed the radiation safety examinations. (Radiographers only)

CATHODIC PROTECTION:

Must successfully complete the JSTC Electrical Core Program or equivalent.(If necessary)