

Sintha Sheik Mathar Athalebbaal Sultan

Completions Turnover Supervisor

Professional summary

A Qualification Completions Turnover Supervisor has carried out the roles and responsibilities with Wood in Oil and Gas industry in Kuwait. Review the documents related WD Packs including system definition marked-ups, detailed inspection reports (ITRs), If any outstanding construction punch lists, Outstanding NCRs, etc., and Site visits on regular basis along with respective discipline team members in order to confirm the system readiness prior to MC WD in Priority Units. Ensure that the project team and client are familiarized with the Turnover process and workflow including Revamping Units for Shutdowns. Coordinate with the Punch Originators of Client, PMT & PMC and update the status from the database day to day for the Priority wise. Follow-up the disputes with Engineering team members to sort it out in order to achieve the milestones. Attending the meeting with the Commissioning team with Operations, PMT & EPC Contractors and follow-up with them to meet turnover requirements. Review the MC & PTOPI dossiers for the Priority Units. Coordinate with Client, PMT, PMC & EPC Contractors for PSSR in Priority Units. Draft letters correspondence with Company & EPC Contractor related issues and to be resolved. Prepare and submit the weekly reports and monthly reports to the Turnover manager on time related to MC WD status, Punch lists status, Tie-in status in Unit Wise. Always strictly follow the HSSE Safety essentials with the project team to achieve beyond zero. Implement the lessons learnt from the previous experiences including Revamping Units and to meet proper turnover requirements on time.

Educational Qualification

- Diploma in Civil Engineering (1988)

Experience

6) Completions Turnover Supervisor, Wood.

KNPC – Clean Fuel Project – MAA Package (May 2014 – 08th Jan 2020)

- Turnover Role included are ensuring maintain agreed system limits, adhere to approved turnover procedures, turnover deliverables are as per specification.

- Coordinate with the planning department to ensure resources are available for the detailed Turnover schedules for System and Systems in priority basis.
- Notify clients for System Walk down base on 3 weeks look ahead schedule.
- Organize the MC walk down as per Contractor notification with client, Contractor and SubContractor representatives by providing walk down packages which includes sub system marked drawings, P&ID's, Single line diagram, Block Diagram, outstanding punch items from the discipline walk down.
- Attend the post walk down meeting after consolidations by Contractor with client to approve the Categories of punch items.
- Update the Master Punch lists status in database on daily basis & meetings for punch lists close out on priority basis with presence of all the parties.
- Follow-up with QC / QC teams all outstanding NCR's, ARR's status on a weekly basis and to be incorporated with the database.
- Coordinate to Construction, QA/QC and Client regarding punch closing progress for the priority units.
- Ensure that all Inspection reports and punch list items were completed and updated in database (**TOMAS, WINPCS**) in order to recommend for Mechanical Completion Certificate to Company.
- Review and submit the quality packages for the sub system with pinnacle certificate upon completion of Cat 'A' signed off and accepted in order to achieve the Mechanical Completion certificate for Systems / SubSystems in priority Units.
- Participate in Cell meetings with Company's Operations, Process teams, Commissioning teams, maintenance divisions, etc., to involve resolving of solutions with Zero risks in order to achieve the task on the basis of priority Units on time.
- Follow-up with PMC's Engineering discipline team related to all disputed items, prepare the drafts correspondence to Client with PMC's assessment to achieve the task on time for the priority Units.
- Upon completion of Pre-Commissioning activities, organize the PSSR walk down with all the three parties inclusive of safety and commissioning teams, relevant discipline representatives for the concerns system and all identified punch items are to be cleared, remaining punch items has agreed with completion dates by the client and ensured the system is in safe mode to carry Commissioning activities and Start Up facilities.
- Ensured all outstanding punch items are cleared, accepted without any disputes and system relevant applicable disciplines documents, As Built drawings ITR's, Vendor catalogs, achieved pinnacle certificates like Discipline Completion Certificates, MCC, RFC, and RFSU are compiled with Dossiers for System Completion Turnover Dossier.
- Prepare the weekly, monthly reports and submit them to the Turnover Manager.
- Review / comments / Drafts letters with recommendations for approval of Mechanical Completion Certificates by Units, PTOP's to Company as directed by Turnover Manager.

5) Daelim Industries Co Ltd

QC Civil Inspector/System Completion coordinator KNPC – LPG Train #4 Project at MAA Refinery in Kuwait (2011 – 2013)

- QC Role included carrying out daily inspections to ensure work compliant to project specifications, performing surveillance and reporting findings, witnessing testing and reviewing test certificates, providing daily feedback to the Quality Manager.
- Turnover Role included are ensuring Contractors maintain agreed system limits, adhere to Turnover Procedures, turnover deliverables are as per specification, coordination with contractors on a daily basis to ensure systems are completed as per handover schedule, attending meetings and reporting to management of handover status, review completed handover packages for correctness and compliance, populating and tracking database at each step of the handover process, monitoring contractor's performance.
- Interacts with Project Team and Operations to resolve startup issues

- Work with Commissioning Manager for seamless transfer of "care, custody, and control" of facilities (i.e. Handover) to Operations.
- Assists New Operations in conducting PSSRs as soon as the systems are handed over prior to start up.
- Serves as link from Operations to the Project Team for completion of outstanding work after Turnover
- Coordinates / follow-up assists in project closeout.
- Supports post-start-up surveillance, tuning, performance testing, and system troubleshooting
- Coordinate with the Commissioning team to ensure a safe and effective execution of Start-up activities and to ensure all Systems Completion contract requirements are met and updates in the database serves as the on-site representative for company Commissioning teams.

4) Shaw Stone & Webster Arabia Co Ltd – with SABIC

QC Civil Inspector/Turnover coordinator Sharq 3rd Expansion Project, (Eastern PetroChemical Company) (2007 – 2010)

- QC Role included carrying out daily inspections to ensure work complied to project specifications, performing surveillance and reporting findings, witnessing testing and reviewing test certificates, providing daily feedback to the Quality Manager.
- Define the Construction Turnover deliverables in terms of Quality Packages related to each sub system for all disciplines.
- Define the pinnacle certificates for all discipline activity and coordinate the acceptance by the client to each sub system basis, prior to walk down.
- Upon acceptance of discipline completion certificates for all disciplines in the sub system, we need to arrange the walk down with all the three parties to arrange a pre-walk down meeting along with approved P & ID marked up drawings.
- Upon completion of the walk down, concern discipline leaders submit the outstanding punch items draft copies to be received, prior to consolidating the punch lists to each sub system wise by the concern punch list coordinators.
- After consolidated punch lists for all the disciplines need to arrange the post walk down meeting for the categories of each punch item by the concerned discipline leaders with Commissioning Manager, Turnover Manager , QA QC Manager.
- Arrange weekly Turnover meetings with concerned discipline leaders with presence of Turnover Manager, QA QC Manager all the three parties.
- Any outstanding dispute punch items can be resolved by assisting with the Construction Manager, QA QC Manager & Commissioning manager.
- Manage, Complete and compile the required Quality Verifying Documents and Turnover Packages by System and Sub system in Turnover Packages.
- Provide System and SubSystem status of remaining Construction and Commissioning work, outstanding documentation, statistics and action items.
- Receive, review, sort, issue and manage resolution of Punch list with involved parties.
- Assist in the development of and manage the completion of Sub contractors Quality Verifying Documents.
- All the systems are identified with a System number and the system boundary drawing Marked Up are to be done as per the direction of the Commissioning Manager.
- Co ordinations with the Construction Supervisors, Resident Engineer and Quality Control signatures on the Master lists included in Turnover Packages.
- Manages the master punch list items, issuing items to per discipline supervisors on the daily basis.

- Develop the Turnover dossiers ensuring all relevant sections within the dossiers and check sheets are issued from the QA/QC and Pre.comm.
- Assisting the Commissioning Manager in gaining Clients final acceptance of each sub system Turnover Packages.

3) Saudi Environmental Projects Co. Limited

QC Field Inspector/Desalination Plant in Jeddah Saudi Arabia. (1999 – 2003)

- Preparing the daily progressive reports to the concerned superiors.
- Execute well as per detailed drawing, design structures as per AFC drawing.
- Ensure the implementation of project quality manuals introduced as per standards.
- Direct supervision of field Engineers, Coordinating the technical matters on site.
- Monitor the site quality activities Non Conformance Reports and corrective actions to be carried as per standard.
- Ensure all the Test reports Compressive Strength Results, Soil Test Sieve analysis received on time, it may be required to witness, if required.
- Attending the meeting about the technical problems as demands of the site conditions.
- Conduct the inspections of all civil works & every phase of the works as per AFC drawing, Check lists, & Specification to be implemented in the site.
- Surveillance on Concrete Pouring work in accordance with ACI – 305R.
- All the materials to be submit and approval, prior to receive through inspection by
- MIR, as per ASTM Standards / BS Standards.
- Rebar test to be carried out by the third party in Every 200 tones of each diameter.
- All the testing apparatus to be calibrated by the approved party with valid certificate to be attached for verifications.
- Review and Submission of QC documents by the third party test reports.
- Prepare the Final Turnover dossiers as per System

2) Hussein Al Ali Est

QC Civil Inspector/Expansion of Al-Mathnah Emergency Pumping Station & Thahliya Pump Stations at Taif, Saudi Arabia. (1996 – 1999).

- Conduct the inspections of all civil works & every phase of the works as per AFC Drawing, Check lists, & Specification to be implemented in the site.
- Surveillance on Concrete Pouring work in accordance with ACI – 305R.
- All the materials to be submitted and approved, prior to receiving through inspection by MIR, as per ASTM Standards / BS Standards.
- Rebar test to be carried out by the third party in Every 200 tons of each diameter.
- All the testing apparatus to be calibrated by the approved party with valid certificate to be attached for verifications.
- Review and Submission of QC documents by the third party test reports.
- Prepare the Final Turnover dossiers as per System basis for the submission to client.
- Final Inspection Walk down as per system basis, Punch list making and close out punch items sequence.

1) Nafa & Co

QC Civil Inspector/ Shuhadha Break Pressure Reservoirs / Shamaliya Potable Tank Reservoirs at Taif, Saudi Arabia. (1993 – 1995).

- Review and approval of Contractors ITPs and Procedures for pre commissioning activities. Perform inspections and verifications (RFI) in accordance with requirements of the ITPs and Company Specifications.
- Verify certification is correctly signed off and data is entered into the CMS database upon certificate completion. Monitor and ensure inspection and quality surveillance activities are efficiently and effectively performed.
- Work closely with Contractors personnel and advise them of quality requirements. Ensure timely and adequate review and assurance of contractors Quality Records.
- Review and assurance of QA/QC requirements for red lines as constructed drawings.
- Provide discipline expertise to the site team to avoid/resolve quality problems. Provide early warning of potential quality problems
- Apply project flawless principles ensuring cleanliness and tightness controls are defined by the contractor and implemented as required
- Ensure preservation activities and controls are identified within work packs and construction contractor complies with preservation requirements
- Ensure timely and adequate review and approval of contractors Quality Records / Handover Dossiers
- Ensure compliance to and periodic reviews & updates (as required) of the following:
- HSE Plan, Security plan, Emergency response plan. Journey management plan, Environmental plan. quality plan, site construction execution plan
- Ensure ongoing compliance with requirements for the following: examples
- Planning, progress & cost reporting, change and claims management, time writing, document management, local content optimization, HSSE and Quality audits

Personal Information:-

Citizen	Indian
Date of Birth	14.03.1970
Marital Status	Married
Passport Number	Z4110180
Place of Issue	Madurai
Date of Issue	17.04.2017
Date of Expiry	16.04.2027
Residence Address	107A, IInd Street, Kadayanallur- 627751, Tenkasi District, Tamil Nadu, India.
Contact Number	India:+91 9500145261
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Languages Known	English, Hindi, Arabic, Tamil and Malayalam

Thanking you

Sincerely Yours,

A handwritten signature in blue ink, consisting of several loops and a final flourish.

Sintha Sheik Mathar A.S.