

## Site Auditor - Quality Management

Job Title	Site Auditor		
Division	Quality and Risk Management Division		
Department	Quality Department		
Section	Quality Management		
Location		Direct Reports	
Reports To	Quality and Risk Management Director	Version Number	1
External Relations		Guide Number	6950
Internal Relations		Job Code	

### Basic Function

Ensure the project requirements comply with the set standards set by the Project.

## KEY Responsibilities

### Core

- Execute the Inspection plan and communicate the results to the Project and management through the appropriate system and communication channels.
- Plan the Inspection calendar as required.
- Promote quality and performance improvement culture.
- Ensure the project SLA is met and cover any adhoc visits as required by the project / Management.
- Conduct visits to other regions other than designated regions as and when required.
- Ensure adequacies of the processes and procedure in the business while conducting inspections and recommend for improvement to management.
- Aware of EHS requirements while in SMSA buildings including hazard identification, safety awareness, waste management.
- Awareness of defensive driving.
- Maintain good attire and cleanliness to present the proper SMSA image.

### Confidentiality

- Ensure access and integrity to confidential information and systems is always securely maintained

### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.

- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Analytical Thinking	Level 3
Communication	Level 1
Decision Making	Level 2
Planning & Organizing	Level 2
Technical Competencie	
Defensive driving knowledge	Intermediate
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Portal & Application Framework Knowledge	Intermediate
Security Monitoring & Inspections Knowledge	Advanced

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
<p>Intermediate</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<ul style="list-style-type: none"> <li>● Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent. &amp; or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.</li> <li>or</li> <li>● Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position</li> <li>or</li> <li>● Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position</li> </ul> <p><i>*Note: Industry Experience wherever its applicable</i></p>

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>