



Lusail Real Estate Development Company

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

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

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COMPANY PROPRIETARY INFORMATION

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Job Description

1. JOB DETAILS:

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

2. JOB OBJECTIVE:

TO UNDERTAKE FIRE PREVENTION MONITORING TO ENSURE THAT STATUTORY FIRE PREVENTION REQUIREMENTS, STANDARDS ARE MET. 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
Take an active role in site fire prevention inspections and ensure compliance with statutory regulations	
To oversee, monitor HSE on construction projects, QDL site office and a residential complex to ensure fire compliance	
Reporting & communicating fire performance on a day to day basis to Fire Prevention Manager	
Undertake planned Fire inspection and recommend necessary corrective actions	
Carry out accident investigation relating to fire incidents	
Undertake planned & random fire audits and recommend improvements	
Attend relevant HSE and Fire meetings	
Promote Fire prevention culture as a core value for Lusail project and implement a zero accident tolerance strategy	
Produce fire inspection reports, analysis trends as necessary	



Provide assistance and support to all matters relating to fire	
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5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: Lusail Project Management Personnel, QD Support Services, PMCM, Supervising Consultants, Contractors

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

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications: High School Education

Minimum Experience: some working experience in fire safety

Problem solving; good communication skills; team work; organizing ability; report writing; presentation skills; Able to lead and supervise

7. NOTE:

- Incumbents should agree to work in all QDL areas: land and sea
- Incumbents should agree on 24 hours shift duty
- 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