



P & A DEPARTMENT
ANNEX – I
JOB RESPONSIBILITY

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Reference SOP No.: SLS/PA/SOP/011 - 01

Department: - Maintenance

Designation: - Asst. Manager/Manager

Reporting to: - AGM

Responsibilities Includes:

➤ **Project work**

1. Work as per P & ID, Plant layout
2. Supervise and monitor site activities like structure, fabrication & piping installation & Commissioning.
3. Testing & commissioning of equipment related to process and utility
4. Work distribution as per planning, and coordinate with various agency for planning & distribution and billing verification
5. Review of bill of material, Indent of procurement and ensure no error.

➤ **Maintenance Work**

1. Oversee and monitor of entire annual Preventive maintenance of plant & ensuring that machinery, systems,
2. Testing & commissioning of all new equipment's with required documentation (DQ, IQ, OQ, PQ)
3. Carry out Boiler Approval process
4. Quotation comparison of vendor for any component, fitting & fixtures
5. Identify the scope of Predictive maintenance and carry out it as when required
6. Attend all break down maintenance on time & minimize downtime
7. Review of bill of material, Indent of procurement and ensure no error
8. Ensure critical operation are being done with Safety permits
9. Handling & Training staff on equipment operating and maintenance procedures.

The candidate is solely accountable for all the job responsibility mentioned above. In absence of candidate his/her immediate subordinate is solely responsible of all the of the entire job assigned to candidate. Along with to carry out all the activity instructed by the Head/GM/Director.

Job Accepted: _____