
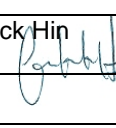


	DOCUMENT NUMBER: <b>SNW-EM-122</b>
DOCUMENT TITLE: <b>Job Description of Project Controls Manager</b>	

HISTORY LOG				
Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo 	Lee Kock Hin 

## 1 Project Controls Manager (PCM)

The PCM supports the project team on establishing the Project Controls System. He is responsible for the supervision and integrity-check of all Project Controls and Document Control activities and deliverables. He is also responsible for the functional implementation and maintenance of corporate project controls systems, work-methods, processes and procedures applicable to the project.

## 2 Responsibilities

- Project Controls System Set-Up.
- Project Set-up for Cost and Resource Control (Man-hours, Project Target/Control Budget Master-file, Project schedule of rates, etc).
- Work with Project Manager with respect to all contractual matters.
- To establish and maintain change control systems. Ensure proper evaluation of change notices, determining cost impact on all affected areas.
- Document Controls service (coordinate document control services and resource planning for the Project).
- Invoicing, payment expediting and sub contract management.
- Proposal Support services (coordinate Planning/Scheduling, Cost Control services and resource planning for Proposals)
- Interface Management (facilitating communication between and among Project-Managers, Project Controllers, System Administrator and Document Controller)
- Project Reporting (responsible for timely issue of YEI Internal weekly project status reports)

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- Trouble shooting (Communication with field client and other parties in the resolution of problems escalated by the project controllers).
- Personnel Management - Supervise all Project Controllers and Document Controllers.
- Expedition and monitoring of procurement activities.
- Preparation and definition of contractual strategy and tactics for Sub contracting activities for Resale Items and Service contracts (Insurances and Payment Guarantees, Warranties, LD Clauses etc).
- Expedition and monitoring of internal Weekly Report-process, including, Overall Summary and completion-verification.

### **3 Reporting**

The PCM reports to the Project Director / Manager.

All PSC staff report to their respective department managers for administrative functions.

### **4 End of Document**