

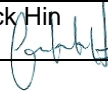


<b>YOKOGAWA</b> 	DOCUMENT NUMBER: <b>SNW-EM-113</b>
DOCUMENT TITLE: <b>Job Description of Lead Project Engineer</b>	

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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 Lead Project Engineer (LPE)**

The Lead Project Engineer shall supervise and execute all detailed solutions engineering activities within the project as directed by the PM. For large projects, there may be more than one LPE. Each may be assigned to a specific plant area or system function. The Lead Project Engineer is also known as “Lead Engineer”.

## **2 Responsibilities**

- The LPE leads the hardware engineering teams for hardware integration activities.
- The LPE review and understand customer specifications, scope of work and scope of supply for the project.
- The LPE shall minute project meetings such as customer kick-off meeting (if requested by PM), specification clarification meeting and progress meeting.
- The LPE is responsible for co-ordination on HW engineering including Console, Auxiliary Console, Marshalling Cabinet, Fibre optic Cabinet, Network Cabinet & Power Distribution Cabinet.
- The LPE is responsible for IO (database).
- The LPE shall prepare hardware integration engineering documents and drawings for client approval and subsequently for procurement and manufacture. He supervises a team of engineers in this task.
- The LPE conducts Engineering Design Review for hardware and corresponding integration activities.
- The LPE follow up with customers on all technical issues pertaining to hardware integration.
- The LPE shall prepare a list of modifications, changes and variations, to be submitted to the PM.
- The LPE shall prepare and submit a list of hardware, software packages and bought out items specifications to Order Processing Department for order entry and procurement.
- The LPE shall update PM on activity status and percentage completion in the project schedule.
- The LPE is responsible for developing plans and procedure for hardware testing.
- The LPE shall supervise all internal testing of the system prior to the FAT. He shall compile and organize all internal test records.
- The LPE shall prepare and conduct Internal Test, Factory Acceptance Test and Site Acceptance Test.
- The LPE shall arrange for shipment of goods based on the contracted term of delivery.

- The LPE is responsible for preparation of As-Built documentation after FAT.
- The LPE shall supervise site activities, including installation, start-up and commissioning assistance, if the project requires the above scopes.
- The LPE shall ensure engineering quality to meet customer's technical specifications and engineering codes and standards (where appropriate).
- The LPE shall be capable of, and may be called upon to carrying out front end engineering work where required.

### **3 Reporting**

The LPE reports to the Project Manager for all technical aspects concerning the project. All PSC staff report to their respective department managers for administrative functions.

### **4 End of Document**