

**Requisition form for Manpower Supply**

No. ...TP-OMP-002/2021

Department/Project OMP Project would like to request for the placement of

Position Civil Supervisor / Required staff 1 person(s) as



Additional



Replaced for



Extended

Employment Condition

- Duration 22 Months (Year/Month)
- Employment Contract Start Date March 01, 2021 Employment Contract End Date December 31, 2022,
- Working Day 6 days per week
- OT Percentage Expect ☐ 10% ☐ 15% ☐ 20% ☒ 25% Other (please specify)
- Outside Rayong day(s)
- Outside Thailand day(s)

Qualifications

- Gender ☒ Male ☐ Female
- Education High Vocational
- Work Experience 10 years more than in oil and petrochemical plant

Proposed by Department/Division (Mr. Sakda Thanaupong)

TP-MP1-TM

Date 12 / Jan / 2021

Dear (PTTGC VP)

①



Approve



Other

Signature Sakda T. 17 / Mar / 2021

(Mr. Sakda Thanaupong)

TP-MP1-TM

Dear C-HR (GC ME)

②



Approve



Other

Signature Wirote P. 17 / 03 / 2021

(Mr. Wirote Pattanasopon)

VP. TP-MP1

Dear (GC ME VP)

③

CC.

For your information and consider your staff to supply the project detailed above

Signature / /

(Mr. Tawatchai Singkiao)

C-HR

Dear C-HR (GC ME)

④



Nominates Staff's Name



Sourcing by External Candidates

Signature / /

(.....)

GC ME VP



Job responsibility

Job Propose: Civil Supervisor position

- Review and comment the construction detailed schedule which is prepared by EPC contractor
- Review and comment the ITP for each work type that is prepared by EPC contractor
- Monitor and verify quality of Contractor's work to ensure that all works are in accordance with project specification which includes appropriate engineering, construction standards and practices.
- Monitor, witness and verify that machines, equipment, vessels, piping, instrument, structure and all other materials are properly erected and installed according to the approved specifications.
- Conduct inspection/witness according to agreed ITP
- Audit and random check and inspect for non-ITP
- Inspection visit subcontractor/fabrication shop
- Daily oversee and monitor the construction activities.
- Check and verify the progress of work to confirm the monthly progress payment
- Review and comment of any heavy lift plan and procedure
- Report and correct immediately if there is any use of materials which is not in accordance with the drawings, specification and contract.

Key Responsibilities: Civil Supervisor position

1. Responsibilities for all Civil and control Equipment installation
2. Correspondence and assists also organize meeting Instrument and control arrangement, if required.
3. Attend to the Subcontract schedule for Civil equipment installation
4. Support and Control Subcontract schedule for Civil equipment installation.

WORK REQUEST (WR) FORM

| | | | | |
|--|--|-------------------|------------------------|-----------------|
| GC | | | | |
| Work Request No. (WR No.) | | Issue Date | 17/Mar/2021 | Revision |
| eMOC No. | - | | | |
| Project Title | Olefins I-4/2 Modification for Propane Feedstock Project | | | |
| GC's Project Engineer | Mr. Sakda Thananupong | E-mail | Sakda.t@pttgcgroup.com | |
| Site /Plant | Olefins 2 | Location | GC branch 3 | |
| Category | <input type="checkbox"/> Shutdown/TA <input type="checkbox"/> BOI requirement <input checked="" type="checkbox"/> etc. <u>Major Project</u> | | | |
| Project Type | <input checked="" type="checkbox"/> Engineering <input type="checkbox"/> Procurement & Construction <input type="checkbox"/> EPC <input type="checkbox"/> Permit <input type="checkbox"/> etc (Please Identify) | | | |
| Part –I: Scope of Work Supporting HVAC design review for new CCB of OMP project. List of documents as below but not limited to (working at his/her home office) : 1. Technical Query from EPC Contractor 2. HVAC design specification from Contractor 3. HVAC heat load calculation report 4. HVAC installation typical/standard drawing 5. Review HVAC system in relate to fire and gas system Activities as below 1. Technical meeting (Via MS Team) | | | | |
| Attachments: - | | | | |
| Part –II : Schedule | | | | |
| Quotation &-Proposal | Plan Clarify Date | 15/Mar/2021 | Request Submit date | 15/Mar/2021 |
| Work schedule | Plan Start Date | 15/Mar/2021 | Plan Finish Date | 30/Dec/2021 |

| | | | |
|--------------------------|-------------------|--|---------------------|
| GCME | | | |
| GCME's Proposal Engineer | | | |
| Quotation &-Proposal | Plan Clarify Date | | Request Submit date |

| | | | |
|---------------------|---------------------------|------------------------|-----------------------------|
| GC | | GCME | |
| Requested by | <i>Sakda T.</i> | Acknowledged by | |
| Printed Name | (Mr. Sakda Thananupong) | Printed Name | () |
| Position | TP-MP1-PM | Position | Division Manager E-CS-BD |
| Date | 17-Mar-2021 | Date | |
| Approved by | <i>Wirote P.</i> | Concurred by | |
| Printed Name | (Mr. Wirote Pattanasopon) | Printed Name | () |
| Position | VP. TP-MP1 | Position | VP – E-CS |
| Date | 17. Mar. 2021. | Date | |