

# Curriculum Vitae



**Name:** Sujoy Basak  
**Gender:** Male  
**Date of Birth:** 01.01.1980  
**Present Location**  
**& Contact:** Address -- Abu Halifa, Block-01, Al-Razi Street, Building-10, Ahmadi, Kuwait.  
Email -- [sujoybasak1980@gmail.com](mailto:sujoybasak1980@gmail.com) & [sujoybasak2005@rediffmail.com](mailto:sujoybasak2005@rediffmail.com)  
Mobile -- +96569682846 / +96599226362  
**Nationality:** Indian  
**Passport No:** Z3215961 & **Expiry:** 27-10-2025  
**Languages:** English, Hindi, Bengali.  
**Educational Qualification:** **Bachelor of Engineering** in Electronics & Telecommunication Engineering from Utkal University, Orissa, India in the year of 2002.  
**Master of Business Administration** from Visva-Bharati University (Central University), India in the year of 2005

## CAREER SUMMARY:

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Client/Owner side as well as Engineering, Procurement and Construction (EPC) professional with 18 years experience in all types of Instrumentation, Control System, Telecommunication system, Project Management in Oil and Gas industry. Expertise includes various Project phases ranging from FEED, detailed engineering, Factory Acceptance Test (FAT), Integrated Factory Acceptance Test (IFAT), site co-ordination, Site acceptance testing, Commissioning and review of As-Built documentation for various EPC/Refinery projects. Presently engaged in Clean Fuel Project (CFP) at Kuwait National Petroleum Company and responsible for project management, coordination and communication skills with proven abilities in managing project from client side, right from concept to commissioning. Worked in various Multinational companies as an EPC side, Vendor side and now working as client side in refinery (Green Field, Brown Field), petro-chemical field, Oil Terminals.

Also have working experience in Middle east, Far east, china etc.

Worked together with teams in identifying and to solve the technical issues and the project values from 1 million USD to 12 billion USD.

## KEY AREAS

- Project management/coordination with PMC as well as Contractor and make schedule for all activities with respect to refinery requirement.
- P&ID reviews, Instrumentation data sheet review, Control system specification design, Instrument selection based on the process requirement
- DCS, ESD and F&G system selection along with system vendor, Enterprise integration and Communication system (EICS) design review, study of cause & effect matrix, SIL requirement study, equipment layout review, Cable Layout review based on site condition, Control room layout finalization, Loop Schematic diagram, Instrument Installation drawing etc
- Control & monitor activities, testing, erection & support commissioning team.

- Good experience on design tools, AutoCAD, Intools, Instrucal, MAXIMO, MS project, MS Office, Windows all platform etc.
- Fibre Optic based integrated Telecommunication Systems, OSP Backbone implementation, Process CCTV system, IP Telephone system, Hotline System, Public Emergency Alarm management System, Public Communication System (PCS), Access Control System, Security CCTV System, Siren System, Portable Mobile radio system, WLAN system (Wireless System), Telecommunication tower Antenna installation etc.

## WORK HISTORY:

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### **KNPC-Kuwait national petroleum company**

**April 2013 to Till Date**

Project Title:- “ **KNPC- Clean Fuel Plant (CFP)**”

Location: Kuwait

Responsibility:- Client

Project Management Consultant: Foster Wheeler, UK

Designation: Instrument Design Engineer- Projects

- Reviewing and adding comments based on PMC & EPC project scope and KNPC standard.
- ITB issues co-ordination with PMC and Project Department to be finalized EPC contractor documents.
- Coordinate with team to finalize the selection of Contractor's submitted TBE.
- Proposal documents review and add comments on EPC finalized process.
- Preparatory work co-ordination with EPC awarded phases.
- Prepare detailed project plan for all phases of the project.
- Procure adequate resources to achieve project objectives in planned timeframes.
- Manage the day-to-day project activities, resources and chairs the project management team meetings.
- Attend Kick-off meeting with Contractors and finalize the path forward to approve documentation to speed up project.
- Arrange site survey along with KNPC Maint Team to remove/protect old cables from revamp area of refinery.
- Co-ordination with Refinery Operation & KNPC-Maint team for getting some existing data to provide PMC/EPC for their technical requirements.
- PMC and EPC engineers Bio data approval for the project and attained Technical meeting with PMC and EPC for clarification.
- Design Change Request (DCN) review and make comments to PMC/ EPC Contractor for further correction.
- PMC and EPC engineers Bio data approval for the project and attained Technical meeting with PMC and EPC for clarification.
- Reviewing and adding comments based on PMC & EPC project scope and KNPC standard.
- Coordination with Refinery Operation & Maintenance team for getting some existing data to provide PMC/EPC for their technical requirements.
- Lead and coordinate Data sheet/ drawing approval, Factory Acceptance Test (FAT), Integrated Factory Acceptance Test (IFAT) and Site Acceptance Test (SAT).
- Lead and manage Engineering Deliverables by Engineering Contractor as well as Subcontractor.
- Coordinate preparation and submission of Project Specific Procedures, Method Statements (MS), Material Approval Request (MAR), Inspection Test Plan (ITP).
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Responsible for Identify and resolve issues and conflicts within the project team (Inter disciplines).
- Responsible for Identify and manage project dependencies and critical path.
- Review and approve Design Basis for Instrumentation, Design specification for DCS, ESD & FGS, PLC System, TGS, SCADA, HIPPS, Instrumentation for packages, metering skids, field instruments, Analyzers and Analyzer shelters, Control valves, ESD valves, Cables, bulk materials, LAN System, IP TEL System, Hotline system, PCS (Paging) System, Process and Fire CCTV System, PEAS System (PA and Siren), PMRS radio system, ACS system, Crane communication system etc.

- Review of P&IDs, Approve, Instrument cable Block diagram, I/O lists (DCS, ESD, F&G), Instrument index, E&I interface, Instrument cable trench/tray layouts, Instrument location plans, Control room equipment layout in CCR, FAR, Sub station(SS), Data sheets of field Instruments, Analyzers, Control and ESD valves etc.
- Review and approval of DCS cabinets (Card allocation, Controllers, wiring inside cabinets etc.) GA and wiring diagram.
- Implemented Large wall display inside CCR of BARCO make.
- Participation in contractors 3D model review (30%, 60% and 90%).
- Participate in Hazop, SIL study in contractor engineering office.
- Participate FAT for DCS, IPS and FGS system (ABB 800XA system, Foxbro EVO with FCP280FT controller, Triconex system and SIL3 Safety Manager), metering skids and oil prover (Alderley), PCS system (Gai-Tronics and Industronics), PEAS System (Bosch and sircom), IP TEL system (CISCO), LAN System (CISCO), CCTV system (Pelco), PMRS system (Hytera/motorola), ACS (G4S) etc.
- After FAT completion, myself review all FAT punches and track those punches so that Contractor should close those punches before dispatch the material at site (Kuwait).
- After material reached CFP site, inspect the telecommunication equipments as well as Cables at Contractor warehouse and make sure about the storage of the equipments are proper.
- Make sure that Contractor should submit Pre-SAT report before inviting company for SAT.
- Attend SAT along with KNPC-Instrument Maint team, process control team and Operation team at CFP Sites to make sure all end user punches have been taken care by PMC/Contractor in the master punch list.
- After Completion of all SAT Activities contractor invite company for I-SAT activities (Integrated SAT) and Company given punches has been taken care by Contractor.
- Given ICSS system progress status presentation in different meetings with Operation, KNPC-Instrument Maint, Process Control team and relevant groups.
- Arrange seprate weekly meeting to close out dispute punches across the table along with End users and resolve the issues.
- Resolve Contractual issues along with KNPC Instrument Maint, Process Control, Operation and Contractor.
- Track the material handover (MCN) document as per project requirement.
- Track DNR (Defect Notification Report) to PMC/Contractor and track those DNR's status whether it has been closed or still open. Also send reminder for that.
- Prepare memo to refinery team as well as letter to PMC for regular communication.
- Preparation of Change order request and send manager for approval of change orders and send back to Contractor for implimentation. Also track the implimentation of change order scope.
- Process all change orders as required by project to include detail necessary for job cost reporting and maximo software.

#### **SINOPEC International Petroleum Service**

**Aug 2012 – Feb 2013**

Project Title: **"Construction of Oil Terminal at Hamriyah Free Zone"**

Location: Sharjah, UAE

Responsibility: Detailed Engineering.

Client: ADNOC Distribution, UAE with TAKREER

Designation: Sr. Instrumentation & Control Engineer

- Preparation of detailed PI diagram indicating tag numbers of each instrumentation equipment, DCS tags, alarm tags, various interlocks etc.
- Preapration of detailed Instrumentation and control systems design specifications and drawings.
- Preparation of Instrument Index, Instrument Data sheets & specification.
- P&ID inputs and section of instruments.
- Preparation of Control valve, Shut down valve Lists.
- Selection of instruments based on process applications, Orifice plate, Control valves and Safety valves sizing.
- Preparation of Technical Bid evaluation (TBE) based on the vendors technical offer.
- Study of Cause and Effect Diagram.
- Provide technical support to design and drafting team.
- Finalization of Control System Architecture drawing.
- Preparation of I/O list and Allocation of I/Os based on the process requirement and redundancy philosophy requirement on the project.

- Preparation of specification, data sheets and bill of material for DCS, ESD, F&G, Package PLC etc.
- Receipt of Technical offers from suppliers, evaluation, recommendation based on the Contract document.
- Coordinating with a team of engineers and designers for projects.
- Instrument support to mechanical packages.
- Preparation of RFQ and procurement for Telecommunication system.
- Attain CAT, Pre-FAT and FAT to the ICSS vendor place and provide technical comments on Graphics, Cause & Effect, Control Logics and Ration control etc.
- Implemented Large wall display inside CCR of BARCO make.
- Review of vendor package documentation of PCS system (Gai-Tronics), CCTV System (Pelco), ACS system (G4S), IP TEL system (CISCO) etc.
- Integration of F-CCTV system along with F&G system as well as Access Control System.

#### **ABB Limited**

**Dec 2010 – Aug 2012**

1. Project Title: **“Blast Furnace Project-Rourkella”**  
 Location: India  
 Responsibility: Detailed Engineering.  
 Designation: Manager(Project)- Instrumentation& Control System
  
2. Project Title: **“DRI Plant-Indonesia”**  
 Location: Indonesia  
 Responsibility: Detailed Engineering.  
 Designation: Manager(Project)- Instrumentation& Control System
  - Supervise and lead a team of engineers and designers in carrying out detailed engineering work for projects.
  - Responsible for conceptual and detail design and provide necessary technical information for procurement in compliance with tender specification/data sheets and within budgeted man-hour and project schedules.
  - Review the ITB (Invitation to Bid) documents submitted in the proposals stage, issue inquiry requisitions, review techno-commercial vendor offers, prepare equipment, material and man-hour estimates.
  - Review contract requirements for project execution, organize the preparation of technical Document Register (TDR).
  - Identify requirements and scope of work.
  - Review specifications and preparation of P&IDs, Plot plans, General arrangement (GA) drawings.etc.
  - Review of area classification drawings.
  - Identify a clear scope of work/supply and accordingly plan/schedule engineering activities and manpower resource.
  - Identify and quantify total number of engineering deliverables, man-hour allocation, format of delivery, time schedules and other requirements for execution of the work.
  - Coordinate with projects and planning on project time schedules, establish target completion dates, ensure target dates are achieved.
  - Develop manpower charts and schedules, recommend, assign and distribute manpower for the execution of engineering activities within budgeted project man-hours.
  - Development of detailed engineering calculations and drawings including preparation of design basis document, Instrument Index, Input & Output (I/O) lists, Bill of Materials (BOM), Block diagrams, Equipment system specifications, cable routing, control room layouts, Cause and Effect Diagrams etc.
  - Review of Functional Logic diagrams, Termination diagrams, Installation Hook-up drawings, Equipment layouts inside Control room (CCR), cable tray/trench Lay-out.
  - Review of Cable schedules, Interconnection schedules, Cable drum schedules, JB schedules, Alarm Lists etc.
  - Provide inputs for the preparation of plot plans, organize the issuance of engineering drawings and technical documents for Inter-discipline checks (IDC's) coordinate with other engineering discipline in the integration of data inputs.
  - Preparation of technical inquiry requests (Inquiry requisitions) to vendors and provide guidance in the Technical Bid Evaluations (TBE).

- Review vendor drawings and documents as well as supervise the review of design calculations.
- Ensure vendor equipment specifications meet with client equipment specifications and within budgeted costs.
- Coordinate the preparation of Purchase Requisitions for the procurement of equipment and materials.
- Ensure materials are obtained within scheduled timeframes and budgeted costs.
- Interface and regularly meet with client and vendor representatives.
- Conduct internal staff meetings and ensure the progress of project in accordance to schedule, allotted man hours and budgeted costs.
- Coordinate with project and planning departments on schedule related issues.
- Direct and monitor material take off (MTO) activities, identify irregularities and shortfalls, take correction action as required.
- Participate in HAZOP meeting with client and representatives of other engineering disciplines.
- Interact with Quality Assurance (QA) for quality issues, strictly ensure compliance with Company's ISO Quality procedures.
- Interface and provide clarification and guideline and technical support to construction sites and commissioning engineers, also provide start up assistance as required.
- Participate in employee performance evaluations, establish performance criteria etc.

#### **Larsen & Toubro Limited– ECC Division**

**June 2006 – Dec 2010**

**1. Project Title: “Group Gathering Station (GGS) – II, III, & IV ”**

Location: ONGC, Surat

Responsibility: Proposal Engineering & Detailed Engineering.

Designation: Sr. Officer (Instrumentation & Control)

**2. Project Title: “Bottling Plant of Indian Oil Corporation Ltd”**

Location: Mirza Guwahati

Responsibility: Preparation of Tender Documents

Designation: Sr. Officer

**3. Project Title: “IMNTW well platforms”**

Location: India

Responsibility: Preparation of Tender Documents

Designation: Project Engineer (Instrumentation & Control)

- Preparation of detailed PI diagram indicating tag numbers of each instrumentation equipment, DCS tags, alarm tags, various interlocks etc.
- Preparation of Instrument data sheets, Specifications.
- Preparation of Technical Bid evaluation (TBE) based on the vendors technical offer.
- Preparation and issue of Material Take Off (MTO) & Tender Specification.
- Receipt of offers from suppliers, evaluation and recommendation
- Design of foundation field bus instruments and Conventional instruments.
- Selection of instruments based on process applications, Orifice plate, Control valves and Safety valves sizing.
- Preparation of specification, data sheets and bill of material for DCS, ESD and F&G system.
- Checking system vendor Panel Drawing of DCS, ESD and F&G System.
- Preparation of installation drawings for all field mounted instruments.
- Preparation of hook-up drawings, I/O list and loop schematic diagrams.
- Preparation of cost estimates based on budgetary offers obtained from instrument vendors according to the specifications prepared for the project and forwarding to estimating section for cost build-up.
- LAN System Implementation
- Fire CCTV (F-CCTV) and its integration with F&G System
- IP Telephone system
- Public Communication System (PCS)
- Access Control System (ACS)
- Security CCTV System
- Portable Mobile radio system (PMRS)

- WLAN system (Wireless System)

**Glinders Arbuthnot & Company Limited, Unit – MICCO**

**May'2003 – May'2006**

Designation: Project Engineer (Instrumentation & Control)

Project Title “ **Blast Furnace- Tata Group**”

Location: India

Responsibility: Basic & Detail Engineering

Designation:- Instrumentation Project Engineer

- Preparation of Instrument data sheets, Specifications.
- Receipt of offers from suppliers, evaluation, recommendation.
- Preparation of Technical Bid evaluation (TBE) based on the vendors technical offer.
- Preparation of layout drawing (based on plant layout) showing location of all field instruments, junction boxes, cable/pipe routes from instruments to control room etc.
- Preparation of specification, data sheets and bill of material for DCS, ESD, F&G system , PLC and packages. Checking system vendor Panel Drawing of DCS, ESD and F&G System.
- Selection of I/O cards, Controllers based on the Client contract documents requiriment.
- Preparation of cable, conduit and pipe schedule.
- Preparation of cable tray and tubing tray layouts.
- Preparation of installation drawings for all field mounted instruments.
- Preparation of hook-up drawings, I/O list and loop schematic diagrams.

**M.N. Dastur & Co. (P) Ltd.**

**Oct'2002 – Feb'2003**

Designation: Trainee Engineer (Instrumentation & Control)

Project Title: “ **Blast Furnace- Rourkella**”

Location: India

Responsibility: Preparation of Tender Documents

Designation:- Instrumentation Engineer

- Preparation of Instrument Index.
- Preparation of Instrument data sheets, Specifications for vendor budgetary quotations.
- Preparation of hook-up drawings, I/O list and loop schematic diagrams
- Preparation and issue of Material Take Off (MTO).

**COMPUTER PROFICIENCY:**

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Good experience on design tools, AutoCAD, Intools, Instrucal, MAXIMO, MS project, MS Office, Windows all platform etc.

**MEMBERSHIP:**

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Member of Institute of Engineers India (IEI), Kolkata.

**OTHER INFORMATION:**

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Date:

SUJOY BASAK



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# Utkal University

No. 1550

Utkal University

DIPLOMA FOR THE DEGREE OF  
BACHELOR OF ENGINEERING



ଉତ୍କଳ ବିଶ୍ୱବିଦ୍ୟାଳୟ

ସ୍ନାତକ ଯାନ୍ତ୍ରିକ ଉପାଧି ପତ୍ର

This is to certify that

*Sujay Basak*  
of *A. B. G. I. Badambadi, Cuttack*  
having passed with *First Class*

the examination for the degree of

**BACHELOR OF ENGINEERING**

in the branch of *Electronics & Telecommunication*

of *May*, 192002,

held in the month of *June* 192002,

was this day admitted to the degree.

UTKAL UNIVERSITY

VANI VIHAR  
BHUBANESWAR-4

The 26th Nov., 192003

Vice-Chancellor

୧୯ ୨୦୦୨ ମସିହା ଡିସେମ୍ବର ମାସରେ ଅନୁଷ୍ଠିତ  
୧୯ ୨୦୦୨ ମସିହା ମଇ ମାସର

ସ୍ନାତକ ଯାନ୍ତ୍ରିକ

ଉପାଧି ପରୀକ୍ଷାରେ

ଉତ୍କଳ ବିଶ୍ୱବିଦ୍ୟାଳୟ ଆସ୍ଥା ଶିକ୍ଷକମାନଙ୍କଦ୍ୱାରା ବିଭାଗରେ

ପ୍ରଥମ ଶ୍ରେଣୀରେ ଉତ୍ତୀର୍ଣ୍ଣ ହୋଇଥିବା

ଅଭିନବ ସିଂହଲେଖିକ ଅନୁଷ୍ଠାନ, କଟକ ର

ପ୍ରଫୁଲ୍ଲ ଚାଟ୍ଟୋପାଧ୍ୟାୟ

ଅବଧି ଏହି ଉପାଧି ପ୍ରଦତ୍ତ ହେଲା ।

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କୁଳପତି

Sl. No.0228

# Visva - Bharati

This is to certify that

*Sujay Baran*

Registration No.

*A1/04 IMM/00624/2002* after having completed the course of

studies at the *Institute of Modern Management*  
(Name of Institute)

and passed the

*MBA - PT*

Examination 2005 ,

was admitted to the degree of *Master of Business Administration*

at the

Convocation held on *14. 06. 2006*, and that his/her final cumulative

grade point average was *C* on a 5-point scale.

*Frederick*  
Vice-Chancellor



Santiniketan. June 14, 2006





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# CERTIFICATE

This is to **Certify** that

**Mr. Sujoy Basak**

has **successfully** completed the

**T-314 System 800xA Engineering Course**

Conducted at Rajaji Nagar, Bangalore

From 2nd July – 6th July, 2012

Instructor - Learning Centre  
Process Automation Division

Manager - Learning Centre  
Process Automation Division





**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**  
**MINA AL- AHMADI REFINERY**  
**OPERATION DEPARTMENT**

***CERTIFICATE***

*This Certificate is awarded to*

*Sujoy Basak*

ENG. (A), INSTRUMENT DESIGN (CFP-MAA-PKG-1)

***HESTON***

*For his excellent performance during  
FCC/MAFP Block major shut down  
MRTA-2018 & UNIT-46 Revamp project.*

***Mohammed Al-Hasawi***  
**Head, Sect-Operations-MAFP.**

Date: 25/10/2018



026230



*The Institution of Engineers (India)*

# MEMBERSHIP CERTIFICATE

This Certificate of  
**Member** is Granted to

**SUJOY BASAK**

on the Twentyseventh day of  
April TWO ZERO ONE EIGHT

In witness where of the said Institution has caused  
its Common Seal to be affixed this Twentyseventh  
day of April TWO ZERO ONE EIGHT



M-1612020

Member of Council

Secretary and Director General