

# **CURRICULUM VITAE**

**Jack Kariuki Ngare.**

P.O.BOX 33198 - 00100, Nairobi, KENYA.

**email:** jackngare@gmail.com

Office Telephone extension: 0711036549

Mobile Telephone: 0723996754

## **SKILLS.**

- Experience in running the KenGen Quality Management System including managing the KenGen Internal and External audit program, the Head Office and Area Management Review meetings and the Corporate Management Review meeting.
- Auditing skills as a qualified lead auditor in Quality Management System ISO 9001:2015 and Environmental Management System ISO 14001:2015.
- Experience in the KenGen Safety Management System including being a trained St. Johns First Aider and being an ISO 45001:2017 Safety Management System Lead Auditor.
- Public Financial Management skills including preparation of the section budget and the section procurement plan. Procuring services and items including preparing procurement documents and participating tender opening and evaluation for the management of the ISO 2015 contract according to the Public Procurement and Disposal Act.
- Training the ISO 9001:2015 and ISO 14001:2015 internally.
- Experience in internet based Quality Management software.

## **WORK EXPERIENCE.**

**August 2017 to date: Senior Engineer – Quality at KenGen, Head Office**

**Responsibilities:** Managing the KenGen Corporate Quality and Environment Management System

### **Achievements.**

- Assisted in the documentation of the Integrated System Manual for the ISO 9001:2015 & 14001:2015 system.
- Planned and implemented successfully the internal audits twice a year and ensured the nonconformities raised were addressed and closed effectively.
- Planned and implemented the external audits by Bureau Veritas twice a year and ensured the nonconformities raised were addressed and closed effectively.
- Prepared the documentation for the new KenGen Calibration Center as a member of Project Implementation including the Calibration Center Quality Manual and Calibration Center Laboratory as per the ISO 17025:2017 for calibration laboratories.
- Assisted in the documentation of the Integrated System Manual for the ISO 9001:2015 & 14001:2015 system.
- Successfully coordinated and ensured the smooth running of the KenGen ISO 9001:2015 & 14001:2015 recertification process.

## **May 2010 to July 2017: Quality System Manager at AirTraffic Ltd, Wilson Airport.**

Business line of employer is contract flying for Tullow Oil (K) Ltd, the European Union Humanitarian Mission, and European Embassies in Kenya. AirTraffic Ltd is ISO 9001:2008 certified by Bureau Veritas; and OGP and BARS certified by Litson and Associates of South Africa.

### **Responsibilities:**

- Documentation of the procedures and manuals required for the implementation of the Quality Management systems as per the OGP (Oil and Gas Producers Safety Standards) and BARS (Basic Air Safety Standard).
- Conducting quality audits in the organization to ensure compliance with Kenya Civil Aviation Authority regulations (KCAR's 2013), ICAO safety regulations, EASA requirements, BARS, OGP, ISO9001:2008 requirements, documented procedures, and good Air Safety and Quality Management best practices.
- Conducting supplier audits.
- Ensuring the implementation of the quality assurance programme by managing the internet based e-SMS system auditing software to ensure implementation of the audit schedule and timely closure of findings in the company computer system and the online
- Document control in the company to ensure that only manuals with current revision status are with the users.
- Training staff members on ISO9001:2008.

### **Achievements.**

- Ensured all manuals, procedures and documentations were documented, revised, updated, maintained and controlled as per the document control procedures as evidenced by passing audits from Kenya Civil Aviation Authority and other external aviation audits.
- I facilitated AirTraffic Ltd to be ISO certified to the new ISO 9001:2015 in June 2017 by mapping the Processes at AirTraffic Ltd and documented their process procedures. I had also facilitated AirTraffic Ltd to be ISO 9001:2008 certified by Bureau Veritas (K) Ltd in September 2011 and facilitated the re-certification in August 2014.
- Achieved timely closure of all audit findings by coordinating the various departments to ensure the continued certification of AirTraffic Ltd to KCAA AMO and AOC certificates; ISO 9001:2008 and OGP and BARS certification.

## **June 2007 –April 2010: Lead Auditor/ Trainer/ Inspector, Bureau Veritas (K) Ltd.**

Business line of Bureau Veritas (K) Ltd is the Training and Certification of Quality, Environment, Occupational Health and Safety Management systems and Industry Inspection in the East and Central Africa Region. It is the East Africa Office representative office of Bureau Veritas Certification International.

### **Responsibilities:**

- Conducting initial certification, re-certification and surveillance audits for Quality Management System ISO 9001:2008 And Environmental Management System ISO14001:2004.

- Reviewing of Initial Certification and Re-Certification report package from clients including audit report, Non- conformances and their closures to Bureau Veritas Certification head office for certification approval.
- Conducting ISO9001:2008 awareness training.
- ISO9001:2008 and ISO14001:2004 project implementations in various companies in East Africa.

#### **Achievements:**

- Conducted external audits and ensured timely corrective actions for the audit nonconformities to enable the certification approval of ISO9001:2008 Quality Management Systems to various companies including in Chemilil Sugar Ltd, West Kenya Sugar Ltd, East African Packaging Industries Ltd, Ghion Gases of Ethiopia, Total Service Stations, Safaricom, Nairobi Hospital, National Water and Sewerage Corporation of Uganda, recertification audit of Bralima Brewery of DR Congo, Security Group Tanzania and recertification of Metropolitan Plastics in Cameroon.
- Conducted audits and ensured timely corrective actions for the audit nonconformities to enable the certification approval of ISO14001:2004 Environmental Management Systems to various companies including in Nairobi Total Kenya Ltd LPG Plant, Henkel Chemicals Kenya Ltd, KenGen Ltd and Spinners and Spinners Ltd.
- Conducted trainings in ISO Quality Management Systems implementation to top management and low level staff in various enterprises in East Africa including to the management of Citi Bank Nairobi and East Africa Portland Cement Ltd.
- Conducted calibration of LPG ISO tanks for Ghion Gases Ltd in Ethiopia in February 2008.

#### **2005 – May 2007. Process Engineer.**

Synresins Ltd. Business line of Employer is Manufacturer of resins, the raw materials for the paint industry.

#### **Achievements:**

- Leading the team manufacturing emulsions.
- Kiazen pillar head in the emulsion plant in Total Quality Management (TQM), Gemba Kaizen, 5S and Kanban system.
- Ensuring the plant was conforming to the requirements of the Factory act and industrial fire and safety procedures.

## **PROFESSIONAL TRAINING**

<b>3-7 June 2019</b>	First Aid Training By St. John Ambulance
<b>8-12 April 2019</b>	CQI-IRCA ISO 45001:2018 Occupational Health & Safety Management System Lead Auditor Course by Bureau Veritas (K) Ltd
<b>18-22 February 2019</b>	CQI-IRCA ISO 9001:2018 Quality Management System Lead Auditor Course by Bureau Veritas (K) Ltd
<b>28<sup>th</sup> February – 2<sup>nd</sup> March 2018</b>	ISO / IEC 17025:2017 Implementation Training Course by Kenya Accreditation Service (KENAS)
<b>15<sup>th</sup> – 19<sup>th</sup> October 2018</b>	Business Writing and Communication Skills Course by the Kenya School of Government.
<b>23-26 July 2003</b>	IOSA Airline Document Control certificate, at Africa Airlines Association (AFRAA), Kenya.
<b>April 2012</b>	Basic First Aid Course by The Kenya Red Cross
<b>February 2012</b>	Aviation Security Awareness Training.
<b>October 2010</b>	Internal Auditor training in Quality Management Systems by Bureau Veritas (K) Ltd.
<b>June 2008</b>	IRCA Lead Auditor training in Environmental Management Systems by Bureau Veritas (K) Ltd .
<b>July 2007</b>	IRCA Lead Auditor training in Quality Management Systems by Bureau Veritas (K) Ltd .