

# SERVICE SPECIFICATION

<b>Specification Title</b>	Dimensional Control Surveyor	<b>Department</b>	Dimensional Control
<b>Company Name</b>		<b>Nominated Worker</b>	
<b>Service Specification Summary</b>			
Service provision to provide technical surveying support on and offshore			
<b>Company Service Requirements for Any Nominated Worker Provided</b>			
<b>Any Personnel provided by your organisation to deliver this service should be able to:</b>			
<ul style="list-style-type: none"> <li>• Generate survey records as per Company procedure.</li> <li>• Prepare the equipment and documentation required for the scope of work, established and maintain a new survey record file.</li> <li>• Obtain pertinent client permits to work as required.</li> <li>• Carry out surveys, in accordance with Company process ensuring all necessary fieldwork checks are applied to eliminate all potential sources of error.</li> <li>• Compile survey report detailing events, constraints, omission and recommendations. Including detailed summary of results, emphasising any critical dimensions and analysis of the quality of the results.</li> <li>• Attend pre-contract meetings as required and ensure that the Scope of Work and contract deliverables is fully understood.</li> <li>• Perform field calibration checks for the instruments used in the survey as detailed in the Company procedures.</li> <li>• Establish suitable communication link to report the progress of the work to the DC Surveyor Co-ordinator / Focal Point or Project Manager highlighting any delays.</li> <li>• Notify the Lead Engineer / Department Head of any on site amendment to the original work scope whether by instruction from the customer site representative, or by site constraints unknown at the time of the initial planning meeting.</li> <li>• Obtain where practicable, written authorisation from the customer site representative for any alteration or alterations to the original work scope.</li> <li>• Carry out all pertinent technical computations and generate drawings or sketches depicting the surveyed information in accordance with customer requirements as defined by the workscope.</li> <li>• Pass all deliverables as defined by the customer workscope to the Project Manager or the Lead Engineer for final quality and completeness checking before transmitted to the customer.</li> <li>• Ensure work complies with contract, Company QHSE policies and procedures, project specific QHSE policies and processes, environmental policies and agreed interfacing requirements with clients and subcontractors.</li> <li>• Promote QHSE awareness to all engineering and specialist personnel.</li> <li>• Provide survey support at all stages of the project.</li> <li>• Liaise with 3rd party service providers.</li> <li>• Attend onshore calibration if required.</li> <li>• Carry out project briefings and debriefings as required.</li> <li>• Close out reports in a timely fashion.</li> <li>• Adhere to the Company Integrated Management System.</li> <li>• Comply with quality assurance, health and safety and environmental policies</li> <li>• Adhere to the requirements of the best practice standards recommendations and processes, in particular, risk assessment and control, reliability and failure prevention necessary to ensure the safe design, provision and use of tools, equipment and systems</li> </ul>			

## Nominated Worker Permissions

- N/A

Any Nominated Worker provided by your organisation should meet the following Competence Levels (Evidence will be sought for any individual proposed)	M / P	Y / N / CE	Details
HNC Qualification or equivalent in an appropriate discipline	M		
Demonstrable experience in the use of surveying equipment	M		
Previous experience in Oil & Gas Industry and associated codes	P		
Reasonable dexterity in the use of Software packages including Autodesk and MS Office	M		
Survival BOSIET/FOET with CA-EBS	M		
MIST	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	