**MUHAMMAD AZEEM ASHRAF**

**PMP®, Black Belt, ISO LA & Certified OSH Manager**

**Approved Saudi Aramco QA/QC Manager**

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**Cell # 0582277639**

 Talented professional with in-depth experience of **20 years in Technical, Quality, Health, Safety & Environment** with an organization of high repute preferably **in STPs, water treatment plants, Residential, Infrastructure (Road Work, Sewerage, portable & storm water system, Power and telecommunication system) Oil & Gas, Telecommunication, Renewable energy (Solar) & Construction industry.**

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| **From** | **To** | **Job Designation** | **Projects** | **Company** |
| Feb-2021 | Till Now | QA/QC Manager | PFC Phase-1 Dhahran | AL Mashariq Trading & Contracting Company. Ltd |
| Feb-2019 | Feb 2021 | Senior QHSE Manager | Head Office Bazy Trading & Contracting Company. Ltd | Bazy Trading & Contracting Company. Ltd |
| Jul-2015 | Feb-2019 | QA/QC Supervisor | Saudi Aramco-GFC (Thuwal), & YDH (Yanbu) | Azmeel Contracting Company & SSEM/MAGC |
| Jul-2013 | June-2015 | Sr. Inspector & QA/QC Supervisor (PID) | King Abdullah Sports City (KASC, Jeddah) | Saudi Aramco (ABS Consulting) |
| Sep-2010 | Jun-2013 | Sr. Inspector (PID) | KAPSARC (Residential & Community Complex) | Saudi Aramco (ABS Consulting) |
| Aug-2010 | Sep-2010 | Sr. Inspector (PID) | Saudi Aramco Offshore Fabrication Shop (Dammam Port) | Saudi Aramco (ABS Consulting) |
| Jan-2009 | Jun-2010 | Engineer II (SAPMT) | KAUST (Academic & Admin Division 717600) | Saudi Aramco (Al-Hugayet) |
| Jan-2008 | Oct-2008 | Inspector (PID) | Petro-Rabigh (ITS- PC1 & PC3) | Saudi Aramco (Al-Hugayet) |
| July-2002 | Apr-2007 | Electrical Inspector | Project Site Area | Descon Engineering LTD,  |
| Aug-2000 | Feb-2002 | Electrical Site Superintendent | Ibrahim Fibers LTD (IFL-2) | IFL Faisalabad, Pakistan |

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| **SKILLS SET** | **PROFILE SUMMARY** |
| **Quality/QMS, health, safety, & environment Internal Audit.****Leadership, Strategy Management, QHSE trainings****Audit/Inspection/Safety & Quality Management System****Project Management, Microsoft Office, Excel, and word****Installation, Operations & Maintenance,** **Client Relationship Building****Project Planning****Risk Management****Training & Team Building** | * A competent QA/QC, QHSE Manager/ Quality leader with over 20 years of experience in construction, installation, inspection, maintenance, Pre-Commissioning and Commissioning of Equipment’s in Electrical, Instrumentation, Tele-Communication and Control Systems of Power plants, Refineries, Cement Plants, Solar Parks, Gas Plant, Petrochemical and Commercial Projects
* Conducting the 15 number Internal audits (ISO 9001, 14001 & OSHA 18001). Demonstrated abilities ineffective monitoring & analysis of projects
* Proficient in supervising all project activities including providing technical inputs for implementing better business practices
* Expertise in QA/QC audits preparation of project quality plan, company standards, notification to management of quality problems, etc.
* Developing the QHSE goals and targets in the organization’s strategic plan.
* Evaluate, develops, and lead QHSE improvement initiatives.
* Implement QHSE related aspects of ISO & OHSAS requirement so that company can get re-certified.
* Prepare the Quality Plan, Quality Manual, HSE Plan, HSE Manual, Method of the statement, work procedure, HSE Procedure, Quality Procedure, Checklist as per contract/project requirements.
* Conducting regular system & process audits to strengthen processes and reduce process variations
* Developing a strategy and ensuring that the team members have the necessary education and training to accomplish exceptional performance
* An effective communicator with good analytical, leadership, interpersonal, planning, and problem-solving skills.
* Monitor the Civil work likewise concreate Batch plant approval, Road work as all type courts, aggregate and asphalt, lean, Slab, column and roof concreate pouring for the batteries, UPS rooms and substations.
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 **EDUCATION**

* **MBA-Exec Management**
* **Bachelor of Technology (Hons) Electronics.**
* **Project Management Professional PMP® #2855660**
* **Lean Six Sigma Black Belt Certificate ID # 713480**
* **ISO 9001:2008 & 9001:2015 QMS Auditor/Lead Auditor**
* **ISO 45001:2018 Lead Auditor June 23, 2019**
* **COSHH Manager Certificate ID # 16663532.**

**TRAININGS & CERTIFICATIONS**

* **ISO 41001:2018 standard Introduction to Facility Management System.**
* **Risk Management Training**
* IOSH Managing Safely Feb 14, 2019
* OSHA Certificate Serial # 0621 session Sep-07-12, 2017
* Heart Saver First Aid/CPR & AED Training Certification
* Fire Protection and Fire Prevention Training Certification
* Safety Orientation for working on Operational Plant
* Participation Certificate of MEE Saudi Exhibition & Conference

**SAUDI ARAMCO AWARD & APPRECIATIONS**

* **QA/QC Manager approval of Saudi Aramco (Transmittal # AMC-734-1129).**
* **Sr. QC Supervisor (E & I) SAP # 80002412**
* Saudi Aramco (ID 8870124)
* **Registered # 222628 (Saudi Council of Engineers)**
* Appreciation from Saudi Aramco PQM as a QHSE Engineer
* Letter of Appreciation from Saudi Aramco (ID Manager).
* Appreciation letter from Saudi Aramco KASCP-Jeddah PQM.
* Appreciation letter from Saudi Aramco KAPSARCP-Riyadh PQM.
* Received several times Safety Man of the Months award.
* Sr. Electrical & Instrument Inspector (SAP # 70012795) Approved in Saudi Aramco

**WORK EXPERIENCE**

#### AL Mashariq Trading & Contracting Company. Ltd

#### Role: - QA/QC Manager PFC Phase-1 Dhahran

####  (Transmittal No: AMC-734-1129)

**Key Responsibilities:**

* Updating all QC documents including Project Quality Plan "PQP”.
* Reviewing and following the implementation of the Inspection and Test Plans "ITPs" for the contractor/sub- contractor.
* Review all the Method Statements and work Procedures received from construction team& sub- Contractors.
* Review& approve all Technical submittals of Materials (specially the long lead items) to make sure it is complied with the line items& material specification mentioned in ARAMCO standards& project specs.
* Review the prequalification of Sub-contractors, evaluate according to the required SOW and if there is any Specific testing/frequency or procedure should be added to meet the client Requirements.
* Lead QC team consists of (3 discipline Supervisors/10 Inspectors), evaluating their performance based on the quality measurements/records& following/implementation of the QMS and the approved PQP. Applying root cause analysis for the repeated issues/problems using flow charts or fish bone diagrams to cut the problems from source.
* Ensuring that the quality plan, procedures and objectives are understood and implemented within the quality Assurance functions.
* Ensure All Preventative measures are in place before execution of Activities to keep errors out of the Project. Verify by means of planned internal audits that the requirements set in the quality plans, other plans and Client standards are met.
* Provide leadership in developing and directing Quality Assurance and quality improvement initiatives for the Project.
* Hold a "Pre-activity meeting" to authorize activity start, clarify the work procedure will be followed, put highlights under major issues& conflicts and check all approved documents related to the activity
* Ensure that all QC documents and records are kept orderly, updated and easily available. Collaborate with Client QA representatives to ensure full customer satisfaction with the company’s services
* Issue Corrective action/Preventive action requests for any deviations from the Processes, Plans or Procedures and request the action owner to close the CAR/PAR in a Certain time/agreed completion date.
* Attend weekly meetings with subcontractors/ Client to address and update all QA/QC matters
* Monitoring the performance of Quality, Procurement, Engineering and Construction departments with regard to the implementation of QMS, the approved Plans and ARAMCO standards and make recommendations including training if required.
* Making KPI for continuous improvement

#### March 2019 to Feb 2021: - Bazy Trading and Contracting Company

#### Role: - QSHE Manager

**Key Responsibilities:**

* Bazy trading and contracting annual budget is ***Hundred Million (100 Million SR) Saudi Riyal per Year****.*
* Manage the QHSE team to achieve control, monitoring, and implementation of QHSE and contract governance in line with Local and international client and KSA policies and procedures.
* Develop, maintain and improve the business Integrated Management System to underpin QHSE and operating standards
* Maintain a contract risk register, reviewing QHSE risks and escalating where appropriate in Civil and MEP work as well as offices (5 location) and warehouses (5 Warehouses) with fulling of quality inspection requirement in all filed as international and local standard requirements.
* Support the training and development of all staff to ensure awareness and understanding of QHSE Standards and the relevance to business objectives.
* Implement the Crisis Management Plan across all Clusters and ensure a robust line of escalation exists.
* Provide a single business focus for accident and incident reporting and assist with the subsequent investigation process.
* Provide trend analysis to the Contract Management Team to support and provide a focus for driving positive behaviours and culture within the business.
* Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment
* Perform Quality/safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.
* Investigate industrial accidents, near-miss incidents, and occupational injuries to determine causes, implement preventive measures, and manage return-to-work activities
* Provide technical advice, coaching, guidance, and mentoring to employees on safety initiatives and necessary changes.
* Develop Business Continuity Plans for all Service streams and participate in any tabletop or live exercises to test the plans.
* Monitor, audit, and report on contract QHSE performance and assure Contract, BU Divisional, and Client Management Teams.
* Maintain quality, safety, and environmental systems; implement and audit to achieve compliance with ISO 9001, 14001, and OHSAS 18001.
* Provide leadership to support the management of supply chains and compliance with QHSE standards through ‘Point of Work Assessments’; audit and review of operating practice and systems.
* Ensure appropriate resources are provided to support a compliant business and to identify any systemic weaknesses.
* Be professionally accountable to the Health, Safety & Risk of the employees of Bazy.
* Prepare the internal SWOT Analysis report.

####  July'2015 – Feb'2019: Saudi Aramco (MAGC)

#### Role: QA/QC Supervisor -SAP # 80002412

**Projects***:*

* Saudi Aramco Project, Yanbu Distribution Hub (YDH) SSEM, Project Value ***633 Million USD***.

Project (Infrastructure, Sub-stations, Control Room and about 39 Tanks)

* Saudi Aramco Project, NGFC (Resi & Infrastructure) Azmeel Contracting Company, Project Value ***One Billion SR.***

**Key Accomplishments**:

* Provide a Daily & weekly & monthly & summary report of field HSE issues and activities including HSE documentation; risk assessments, JSAs, toolbox talks produced, etc.
* Develop and comprehend Health and Safety policies, procedures and guidance, in keeping with best practices and make recommendations on their implementation, application, and compliance.
* Review the Company Health, Safety, and Environment Policy statements on an annual basis. Devise, develop and monitor effective Local Policy statements/Fire Plans and Fire Risk Assessments strategies and make recommendations on the

implementation of these strategies. e.g. Prepare a Calendar of periodic Risk Assessment Audit across the Company facilities and processes and, carry out the same as planned. Liaise with concerned process owners for identifying corrections,

corrective and preventive actions for zero accident incidence

* Provide independent professional advice and technical information where appropriate to Department Heads and all Line Managers to enable the company to discharge its statutory, common, and moral Obligations, keeping staff and Managers abreast of changes in HS&E Legislation and Codes of Practice.
* Provide, or where necessary source, training for staff concerning Health and Safety policies, practices, and procedures.
* Ensure all personnel has the necessary training for the project and new hire safety training orientation.
* Generate Accident/Incident Reports and Corrective Actions. Design Safety Meeting Presentations.
* Maintain and track safety files, training files, certifications, and all licenses. Setup and Maintain an Accident/Incident database. Get the company certified under HSE.
* Propose to implement and monitor measures necessary to comply with Health, Safety, and Environment related Legislation and Codes of Practice.
* Maintain a register of Fire Aiders and ensure the recalibration schedule is maintained. Also the adequate provision of First-Aid and welfare facilities.
* Liaise as necessary with other organizations and relevant authorities, and provide assistance and cooperation concerning audits and remedial actions. Meet and cooperate with visiting health, safety, and environmental officers as
* required.
* Represent the company with local and national health, safety, and environmental bodies. Respond to requests for HS & E advice/guidance/information wherever appropriate.
* Liaise between Management and Staff on all matters relating to health, safety, and environment to ensure consistent application and understanding of policies and procedures. Monthly HSE Status report.
* On-Site Safety inspection, where required by the Client to ensure work is carried out on-site by ASE is meeting the Client’s safety rules and regulations.
* Prepare a list of Personal Protective Equipment required for various jobs and maintain a list of approved suppliers, whose supplies quality is inspected and certified at the time of receipt.

####  Aug'2010 – Jul'2015: Saudi Aramco (ABS Consulting)

#### Role: Sr. Inspection E&I Inspector – Short term GIS Supervisor

**Projects***:*

* King Abdullah Sports City (KASC) Project Value ***560 million USD***
* Petroleum Studies & Research Centre (Residential, Infrastructure, Communication and Research Center ) Riyadh, Project Value ***One Billion USD***
* Saudi Aramco Offshore Fabrication Shop (Dammam Port) Oil Deck.

**Key Accomplishments:**

* Managed project daily Inspection activities and also work as a Temporary ABS Project Supervisor in the capacity of 40 team members
* Review, comment on, and recommend approval or disapproval of the EPC Contractor’s construction and pre-commissioning phase Quality Plan, including the I&TP, before the start of any construction or pre-commissioning activity under Schedule “Q”.
* Supervised all aspects of inspection disciplines and give work direction to all inspection personnel in the assigned groups or the remotely located units.
* Provided technical support to Purchasing and Project Management in resolving problems concerning inspection methods and procedures for completing work within the scope and intent of applicable codes and standards.
* Was responsible to make adequately trained and certified personnel available to meet the workload.
* Kept current of the latest developments in inspection standards, codes, practices, procedures, methods, and inspection equipment, and assure that all work is completed according to all applicable codes and standards.
* Reviewed/evaluated construction contractor’s quality assurance/quality control systems, as necessary, and verify that Inspection Records (hard copy and electronic databases) are compiled and maintained.
* Performed root cause analysis, assessments, and recommend short and/or long-term remedies.
* Made frequent visits to construction sites to resolve inspection related problems, or appraise the adequacy of inspection services provided. Performed EPC Contractor’s Quality System Audits
* At the start of the project, the Project Quality Supervisor reviewed the EPC Contractor’s Internal Auditor’s qualifications and audit history, and the quality system audit schedule for compliance with Schedule “Q”.
* Attended as an observer both the EPC Contractor’s internal quality audit and the closing meeting and receive the final audit report to follow up on critical issues.
* Performed regular informal assessments (Focus assessments) of selected elements/processes of the EPC Contractor quality system and record the findings of the assessment.
* Before the start of construction, followed up with the Company Representative to verify that the EPC Contractor’s proposed QC organization chart and manning levels as required by Schedule “Q” are submitted to PQM for review and concurrence.
* Monitored the EPC Contractor training program to ensure that all EPC Contractor and Sub-Contractor personnel are familiar with the project quality requirements for their area of responsibility.
* Before the start of each new construction activity, verified that the EPC Contractor is providing ongoing training in the applicable QCPs, I&TPs, and applicable standards and specifications to the assigned QC inspectors.
* Surveillance/monitoring of Communication, Instrumentation, and Electrical activities comprising Site installation, Material Receiving, Testing/Pre-Commissioning, and Exception items list loading & closing on MPCS

#### Jan'2009 – Jun'2010: Saudi Aramco (Al-Hugayet)

#### Role: Engineer II (SAPMT)

**Project:** King Abdullah University Thuwal

**Key Accomplishments:**

* Carried out All external electrical Low/Medium voltage cabling (Normal/emergency) in between 21 buildings, External lighting, 23 Emergency calling stations, 2 lift stations, 2 sewerage stations, 24 technical rooms, and five guard booths.
* Managed External Tele Communication systems installation activities like fibre (Multi & Single Modes) & copper (600 & 100 Pair) cable laying, splicing, patching to the Main TER room with all testing in between 21 buildings, 23 Emergency calling station, and five guard booths.
* Prepared and reviewed engineering plans, specifications, project schedules, designs, circuit diagrams, and estimates for construction and maintain the power generation and related electrical systems.
* Made engineering calculations in connection with field and office assignments and as well as modifying and recommending alternatives as needed.
* Investigated problems and recommend solutions to provide technical support for system operations

#### Jan'2008 – Oct'2008: PetroRabigh (Al-Hugayet)

#### Role: Inspector(PID)

**Project**: PetroRabigh Petrochemical Polymer Plants PC1 &PC3

**Key Accomplishments:**

* Quality assurance and quality monitoring of the project to ensure that contractor work complies with the Company’s engineering requirements.
* Perform QC inspection activities and apply Aramco standard code, NEC, ANSI, and IEC for various electrical and loop checking of circuits, functional power duct banks, underground and aboveground cable laying installation and assist during start-up activities of the plant system. To maintain the record and log all Electrical inspection & testing activities.
* Provides detailed reviews of Saudi Aramco Engineering Standards and Procedures.
* Participate in final inspection and prepare punch lists. Give input to close-out report for quality-related issues and ensure effective project closeout.
* Installation, Inspection & testing as well as Documentation of Battery bank & Battery charging System for Sub-station Buildings
* Interior and Exterior Lighting System Installation, inspection, and Illumination testing.
* Inspection of Main Ground Grid, Sub Ground Grid, and Main grounding Bus. Perform Ground Resistance and Grounding Continuity Test. Preparation of Test Reports and Coordination with Saudi Aramco Inspection.
* Ensures that company safety rules and quality procedures are fully respected.
* Supervise EPC contractor during the field instrumentation, control, and safety systems, and prepare reports for management.

#### July'2002 – Apr'2007: Descon Engineering Pakistan

#### Role: QA/QC Inspector Engineer

**Project**:

**Key Accomplishments:**

* Inspection and testing of all underground, Earthling Network for motors, Switchgears, the steel structure of Sub-Stations.
* Inspects electrical system to verify code compliance and to confirm that installation is consistent with the intent of design documents. Inspecting Cable Installations, Conductors, and Grounding System. Supervision of Engineering and Construction contractors with E&I matters.
* Supervision of installation of medium voltage switchgear and Transformers. Erection supervision of HT/LT distribution system network. Provide a detailed review of engineering Drawings, Standards, and Procedures. Proposes technical improvements and Works in collaboration with Methods. Installation, Inspection, and testing of the Grounding network for plant instrumentation.
* Monitoring of High Voltage, Low Voltage, Control and instrument cables, termination, Megger & continuity testing.

#### Aug'2000 – Feb'2002: Ibrahim Fibers LTD, Pakistan

#### Role: Electrical Site Superintendent