





<b>JOB DESCRIPTION</b>	
<b>TITLE</b>	Assistant Inspector
<b>Report to</b>	Inspector
<b>Department</b>	Inspection and Testing
<b>Qualification Level</b>	Assistant
<b>Education</b>	Diploma III Degree / Technical High School
<b>Training</b>	<ul style="list-style-type: none"> <li>- ASNT L.II – MT</li> <li>- ASNT L.II – PT</li> </ul>
<b>Basic Competencies/ Skill</b>	<ul style="list-style-type: none"> <li>- Should have such practical and theoretical knowledge and experience of the equipment which is to be examined and / or tested that will enable him/her to detect obvious defects or weaknesses of the equipment.</li> <li>- Should have the maturity to seek such specialist advice and assistance as may be required to justify the condition of the tested equipment.</li> <li>- Willingness to learn and become qualified and certified in inspection techniques used.</li> <li>- Ability to cooperate with inspectors and all related party to ease the job execution in the site.</li> <li>- Proficient with MS office.</li> <li>- English proficiency will be an advantage.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Diploma Degree with 1 year experience in related field</li> <li>- Technical High School with 2 years experience in related field</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Assisting Inspector in order to enhance the service execution in timely manner to Perform Thorough Examination which may consist of Inspection and/or Testing of equipment or related engineering services.</li> <li>- To Support inspector with accurate data of inspected equipment or field or service examination in order of reporting or certifying upon Inspection service executed. (e.g. Photograph report, Inspection Record for NDT, Functional test, performance test and proof load test).</li> <li>- To Conduct NDT as deemed necessary by inspector or competent person to support inspection service, and then to provide and supply accurate report in timely manner according to the procedure and company report format.</li> <li>- Responsible for the maintenance of assigned equipment.</li> <li>- Maintain effective customer relations through best service quality and timeliness of inspection services by addressing customer concerns and involving good cooperation with inspectors by keeping the rule from procedure and QMS.</li> </ul>



	<ul style="list-style-type: none"> <li>- Ensure and maintain the PPE properly</li> <li>- Comply with company rule and regulation.</li> <li>- Prevent Environmental Damage.</li> <li>- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.</li> <li>- To co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with</li> <li>- Support preparation audit for audit management system</li> <li>- Comply with the K3L policy that applies in the company</li> <li>- Actively involved in all Safety, Health, and Environmental protection program</li> <li>- Perform all duties assigned by management team</li> </ul> <p><b>Notes:</b> The responsibilities and job descriptions are not limited to the listed above but the supervisor/manager may assign other related duties as required by the company</p>
Special Skills	-

**APPROVAL**

 Name : Ory Japutra Date : 29/09/22	 Name : ANTON SUSILO Date : 09/09/2022	 Name : VICTOR SIBUEA Date : 09/09/2022	 Name : Dodik H.S Date : 09/09/2022
Human Resources	Supervisor/Coordinator	HOD	Employee

