

S/N	83
Job Title	Material Engineer
Experience	Minimum 6-7 Years' Experience in Oil & Gas Field with similar experience
Qualification	Suggested: B.Sc / Eng in Material and/or Corrosion or Mechanical
Principal Responsibilities	a. Sound knowledge in Equipment and piping drawings b. Should have thorough knowledge of various materials c. Receive the complete receipt of material reserved in each work order of contractor scope from client d. Verify the material reserved for each scope e. Create a material data base which includes how many materials required to be received from Client f. Coordinate and support for urgent material/spares procurement request from Client g. Should be familiar with material visual inspection, receiving, handling, storing, issuing and reconciliation. h. Ensures materials received from client is tagged and stored correctly in the Contractor materials container. i. Ensures right tools, plant and equipment are arranged to receive heavy spares and delicate spares. j. Ensures that the following information is immediately tagged or marked on the material. k. Work Order Number, Equipment ID & Item Number l. Develops clear procedure to issue material from contractor material container to site and return of unused materials from site to contractor material container. m. Ensures materials are issued to unit in-charge only. n. Ensures all materials received are store in identified location (Bin) within the container. These records shall be available in the container. o. Forecasts requirements for storage space and facilities such as shelves, boxes, bins, timber pallets etc. and makes necessary preparations for receipt. p. Report any shortage or damaged materials at the time of issue from Company's store. q. Checks that the storage and protection of materials are in accordance with specific requirements. r. Ensure unused materials are returned along with the work order ref. through which the material was received. s. Final material reconciliation report to be issued. t. Spiral wound gaskets of greater than 12" dia. should be properly wound with insulation tapes, to avoid unwinding of spiral coils. u. To ensure that reserved materials are similar to the existing ones, especially for Heat Exchangers and Physical comparison and verification is done immediately on opening the vessel.