



Job Description – QHSE Coordinator

JOB TITLE:	QHSE Coordinator	DATE:	08 Sep 2023
DEPARTMENT:	QHSE	PREP BY:	QHSE Manager
LOCATION:	Aberdeen	APPROVED BY:	Andrew Robins
REPORTING TO:	QHSE Manager		

1. ROLE STATEMENT

To assist with management and operation of all programs and activities to relevant to the Integrated Management System (IMS) encompassing Quality (ISO 9001:2015 standard), the Health and Safety (ISO45001:2018 standard) and the Environmental (ISO 14001:2015) whilst adhering to Enerquip's QHSE standards, responsibilities policies, and procedures.

2. MAIN RESPONSIBILITIES

- Assist with and communicate EnerQuip's IMS policies, procedures and work instructions and motivate staff in all aspects of policy implementation.
- Act as Deputy Representative for Quality Assurance.
- Prepare monthly check documentation and coordinate returns.
- Assist/carry out internal audits, site inspections, weekly/monthly checks and supplier verification.
- Support operations and management.
- Assist with the promotion of the safety culture within facility.
- Arrange, coordinate and record training.
- Assist/carry out induction and refresher training.
- Assist with the maintenance of the ISO standards.
- Assist with Non-Conformance investigation, monitoring and tracking of corrective and preventative actions.
- Assist with the Implementation of QMS and HSE strategies and initiatives.
- Assist with the Control of Measuring Equipment.
- Assist/Complete customer questionnaires.
- Check documents and prepare amendments for the approval of the QHSE Manager.
- Control lifting equipment consumables of which some manual handling is required.
- Assist/Control permits to work for visiting contractors.
- Deputise for the QHSE Manager during absence.
- Carry out any other duties as directed by the QHSE Manager or Director.
- Carry out/assist in auditing duties at other EnerQuip/Supplier sites

3. KNOWLEDGE, SKILLS AND TRAINING REQUIREMENTS

- Excellent communication skills.
- Strong team orientation and highly motivated individual.
- Practical, flexible and involved approach to providing QHSE support and services at all staff levels.
- Knowledge of QHSE practices, standards and general legislation and regulatory requirements.
- Trained auditor and advantage



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4. KEY PERFORMANCE MEASURES

- Customer satisfaction.
- Aptitude and Attitude.
- Internal Audits.
- External Audits.

Signed By: _____ Printed Name: _____ Date: _____