



JOB DESCRIPTION

Effective Date: 13 Sep 2025

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Rev. #.00

Ref #: 01

JOB TITLE	Quality Control Officer
DEPARTMENT	Operations
REPORTS TO	Operations Manager

QUALIFICATION

- Diploma or Bachelor's degree in Engineering, Automotive, or related field preferred.
- Minimum 1–2 years' experience in vehicle operations, inspections, or quality control.
- Knowledge of safety and operational standards in the oil & gas or industrial sector is an advantage.
- Strong attention to detail, organizational skills, and ability to multitask.
- Good communication & Coordination skills

KEY RESPONSIBILITIES

Vehicle Management & Quality Control

- Allocate parking lots for incoming and outgoing vehicles efficiently.
- Create job cards for each vehicle, capturing all relevant details accurately.
- Prepare and verify vehicle checklists, ensuring all items are inspected.
- Confirm that tracking numbers generated by the storekeeper match actual vehicle records.
- Perform final quality checks and confirm vehicle status as "completed."
- Coordinate vehicle movement in/out of the facility to maintain smooth operations.

Documentation & Reporting

- Maintain accurate records of vehicle inspections, job cards, and checklist verifications.
- Report vehicle status updates to Operations Manager in a timely manner.
- Ensure compliance with NCMT INT policies and ADNOC/industry standards for vehicle operations.

Process Improvement & Support

- Identify gaps or inefficiencies in vehicle inspection and parking allocation processes.
- Recommend corrective actions to improve workflow and safety standards.
- Assist Operations Manager in training staff on proper vehicle handling and documentation procedures.

KEY ATTRIBUTES

- Proactive, detail oriented, and process driven.
- Ability to work independently and coordinate effectively with team members.
- High integrity and adherence to safety protocols.



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ACKNOWLEDGEMENT

	Employee	Reporting Head
Name		
Signature		
Date		