



Address: Iran-west-azarbyjan-khoy
Postal Code: 5814735763
Mobile No. : +989149775190
+989302283524
E-mail Address: j.kazemi27@gmail.com

Jafar-Kazemi PMP®

References:

Tips

Date of Birth: **21-march-1980**
Place of born: **IRAN- khoy**
Nationality: **Iranian**
Marital Status: **Single**
Military Service: **Passed**
Sex: **Male**
Height: **175 cm**
Language: **Turkey and Persian (Native) – English (Fluent)**
Experience: **14 Years**

- 1- Abel Maouche Commissioning Manager in Phase 13
abelmaouche@gmail.com
- 2- Jalil zaem O&M Manager in Phase 13
Jalil_zaem@yahoo.com
- 3- Nessim Djemiel Commissioning coordinator in Phase 13
nessimdjemaie@gmail.com

Objective

I have a strong technical experience and education that makes me a very competitive candidate for **ICAPS** (**I: integrated/ C: commissioning /A: and/ P: progress/S: system**) (Engineering & administrator & Punch coordinator) in Pre-commissioning, Commissioning and Final **hand over document according PAC& FAC Certificate** phases in oil and gas, petrochemical and energy projects.

Detail Experiences

Techno Energy Sepehr Co. (TESCO)

Jan-2021~ Now

Position: Occupation description: **In Opercom method**
(**ICAPS and Punch List Data Base coordinator and Completion Management**)

Name of the project: Siraf pars(Tombak) Export Port.

Location of the project: South Pars

Owner or client of the project: POGC (Pars Oil & Gas Company)

And

October-2017~ Dec-2021

Position: Occupation description: **In Opercom method**
(**ICAPS and Punch List Data Base coordinator and Completion Management**)

Name of the project: Field Development Phases 13

Location of the project: South Pars Phases 13

Owner or client of the project: POGC (Pars Oil & Gas Company)

And

April-2012~ September -2017-(5 Year/6 Month)

Position: Occupation description: **In Opercom method**
(**ICAPS and Punch List Data Base coordinator and Completion Management**)

Name of the project: Field Development Phases 15&16

Location of the project: South Pars Phases 15&16

Owner or client of the project: POGC (Pars Oil & Gas Company)

Any other information in brief:

ICAPS Manager

- Responsible for all matters related to the management of ICAPS software and pre commissioning and commissioning and punch list for records and registration of all project related documents, data sheets, drawings, manuals and validation of contractor submitted documentation according to standards and handover documentation to end user.
- Managing, tracking & supervising of all activities of pre com & commissioning contractor, providing regular training for the ICAPS software.
- Collection of technical information from different leaders for feeding the ICAPS and Ensure the integrity of the engineering, preparation of database and inserting information to the software.
(Preparing and importing input files for telecom, electrical, mechanical, piping and instrumentation disciplines by extract it from P&ID, engineering list, and drawings.)
- Updating database based on new revisions issued by Engineering (Monitor imported data from Basic Function, Test packs, line numbers, Tasks, OTP, and PVP by Subsystem).
- Issue all check sheets, test sheets and functional test sheets to all users as and when Required.
- Managed and maintained the integrity of ICAPS® database from data Export and Import.
- Maintaining a proper back up of database on daily basis for the smooth and proper flow of work.
- Trained users and management for technical knowledge on ICAPS® and OPERCOM®.
- Occasionally providing ICAPS Staff and Sub-Contractor about interpretation of technical information
- Coordinating with the commissioning head site engineers for carrying out the pre com and commissioning tasks as PER OPERCOM, filling the task form and documentation.
- Prepared pre commissioning & commissioning progress reports (daily, weekly and monthly) and forwarded to commissioning Manager and responsible for all ICAPS meeting in project.

Punch List Data Base coordinator

- Managing, all matters related to the management of pre com & commissioning A-B-C PUNCH Categories Issue and Clearance punch list and import and data Export in ICAPS software.
- Managing, tracking & supervising of all activities of pre com & commissioning contractor, about A-B-C Categories.
- Compilation of punch lists in conjunction with the construction contractor and company.
- Prepared punch progress reports status based on system, sub-system, discipline, (daily, weekly and monthly) and forwarded to commissioning Manager and responsible for all PUNCH meeting in project.

Completion Management

- Focused on the document preparation, managing, organizing, validating, handling and control of dossiers at the Opercom Document Control Center in preparation for project document hand-over.
- Controlled all document related items for RFC, RFSU, Punch lists and managed a database for accurate and easy update and reporting for commissioning manager and higher management.
- Responsible for tracking, reviewing and validating P&ID revision from the Engineering registers into ICAPS® dossiers subsystem boundaries and Issue all RFC, RFSU and PAC certificates
- Managing Document Control Center in preparation for project Final Documentations and handover.
- Prepared daily and weekly progress report including monitoring of RFC and RFC dossier status as per contractor updates.
- Auditing the content and completion of handover packages and assist with review process to ensure their completeness during the various stages of transition.
- Assist "ICAPS® Team" for smooth compilation of Pre commissioning & Commissioning Dossiers for RFC & RFSU Certification, population, and Punch List consolidation.
- Liaised with related department, field engineering, for pre-com & commissioning task progress management.
- Organized and follow-up all Pre commissioning and Commissioning activities according to the Opercom Methodology of Integrated Commissioning and Progress System - ICAPS.
- Managed documents from (58sysyem) 1005 RFC and RFSU to Handover to SPGC (End user) In Phases 15&16 Project.
- Managed documents from (38sysyem) 564 RFC and RFSU to Handover to SPGC (End user) In Phases 13 Project.

Iranian International General Contractor Co. (IGC)

February-2010~ March 2012-(2 Year/2 Month)

Position I: Occupation description: **ICAPS and Punch Coordinator and Hand over Responsible in Commissioning Team.** February -2011 ~ March 2012-(1Year/2 Month)

Name of the project: NGL Island Onshore Project

Location of the project: Iran Sirri Island

Owner or client of the project: IOOC (Iranian Off Shore Oil Company)

Any other information in brief:

- Responsible and contact point for ICAPS and punch coordinator and hand over with OICO (Commissioning Co).
- Monitoring pre com and com task progress and follow-up remain task.
- Responsible for clearance punch list according category & sub system in different disciplines.
- Responsible Access for ICAPS software.
- Responsible for Review and checking sub-contractor ICAPS hand over activity.
- Responsible for Pre com and commissioning and punch activities reporting progressing (daily, weekly and monthly)

Position II: Occupation description: **Electrical & Instrument Technical Office Expert In Construction Team.** August-2010~January-2011 (6 Month)

- Responsible for FSQ-FSK-DCN and contact point with EIED. (engineering Co)
- Responsible for takeoff material (MRV) and contact point with OIEC.(Construction Co)
- Responsible for AS Built in final documentation.
- Supervision for electrical and instrument equipment installation and cable pulling and balance material and construction plan and permit to work in Site.
- Responsible for Construction activities reporting (daily, weekly and monthly)

Position III: Occupation description: **Electrical & Telecom QA\QC in Construction Team.**

February-2010~July-2010 (6 Month)

- Supervision for Panel and Cable route installation (support, tray, ladder, conduit, in substation and ITR and site area).
- Supervision for Electrical earth system such as (site earth - Clean earth- lightning) and Site lighting system and substation and ITR and area cable pulling.
- Supervision for Installation electrical and instrument and telecom equipment.
- Responsible for QA\QC activities reporting (daily, weekly and monthly).

Firm Co.

June-2009 ~ December-2010-(1 Year/7 Month)

Position: Occupation description: **Electrical Technical Man In Maintenance.**

Name of the project: Arya Sasol Polymer Company

Location of the project: South Pars

Owner or client of the project: PIIC (Petrochemical Industrial Investment Company)

Firm Co for Maintenance

Any other information in brief:

- Supervision for Street lighting and area lighting and Battery room and Earth system and Cable connection and Electrical equipment maintenance problems in site.
- Responsible for maintenance activities reporting (daily, weekly and monthly).

Fan- Avaran Co.

December-2008 ~ MAY 2009-(6 Month)

Position: Occupation description: **Electrical Technical Man In For -N-P-C**

(National Iran Petrochemical Certificate)

Name of the project: Iran Petrochemical Education

Location of the project: Urmia -West Azarbyjan

Owner or client of the project: Fan Avaran Co.

Any other information in brief:

- Training of engineering drawing and technical office and QA\QC activity and take off material and balance material in oil and gas project.
- Training of construction electrical equipment, cable pulling...activity in oil and gas project.
- Training of supervision for electrical construction plan and construction permit to work.
- Training of electrical reporting (daily, weekly and monthly) oil and gas project.

Imen Talash Co.

February-2008 ~ November-2008-(8 Month)

Position: Occupation description: **Electrical Technical Man In Maintenance.**

Name of the project: Khoy Textile Factory

Location of the project: Khoy -West Azarbyjan

Owner or client of the project: Iran Textile

(Imen Talash for Maintenance)

Any other information in brief:

- Supervision for Street lighting and area lighting and Battery room and Earth system and Cable connection and Electrical equipment maintenance problems in site.
- Responsible for maintenance activities reporting (daily, weekly and monthly).

Imen Talash Co.

September-2005~August-2006-(1 Year)

Position: Occupation description: **Electrical Technical Man In Construction.**

Name of the project: Khoy Textile Factory

Location of the project: Khoy -West Azarbyjan

Owner or client of the project: Iran Textile

(Imen Talash for Construction)

Any other information in brief:

- Responsible for FSQ-FSK-DCN and contact engineering team.
- Responsible for takeoff material and MRV.
- Responsible for AS Built in final documentation.
- Supervision for electrical and instrument equipment installation and cable pulling and balance material and construction plan and permit to work in Site.
- Responsible for Construction activities reporting (daily, weekly and monthly)

Education

- English language (Bachelor's) In AZAD University.
- Electrical Diploma

Technical skills and special qualification

- Expert in engineering degree to include strong capabilities in ICAPS and other data base system.
- Approve background of commissioning experience on large oil and gas facilities to include a very good knowledge to the OPERCOM methodology.
- Strong ability to clear & categories punch list.
- Excellent communication skills and the ability to cooperate and with ICAPS team.
- Training Opercommethodology, **ICAPS(I:integrated/C:commissioining/A:and/P:progress/S:system)**

Training courses

- Electrical technical certificate N-P-C (National Iran Petrochemical Certificate)~600 hours
- Electrical technical certificate (Iran work shipman super structure)~1090 hours
- PLC 5 didactic college of Poya sanat (Najaf Abad)~70 hours
- Basic instrument methodology certificate.(Ofhogh novin homa Co)~24 hours
- Fundamentals of planning project control. (IPMA Co)~30 hours
- Knowledge management certificate the end of educational course.(Sapanir Co)~6 hours
- ISO 90001:2008 certificate the end of educational course.(Tesco Co)~5 hours
- ISO TS 29001:2010 certificate the end of educational course.(Tesco Co)~16 hours
- ICAPS Teaching Certificate. (Tesco Co)~15 hours
- PMP (Project Management Professional) USA PMI

General information

- ICAPS (Integrated Commissioning and Progress System and Opercom).
- Responsible for controlling and monitoring the EPCC contractor actives on the base during the preparation and execution phases, including EPC vendors and company items to meet OPERCOM and project requirements.
- Following up and expediting the progress of the ICAPS data base preparation and population for pre commissioning and commissioning activates including task-sheet forms, status index, punch list forms, relevant engineering document (PID with mark up in tools data base list of tags, base function , loop dossiers , etc.).
- Monitoring that pre commissioning and commissioning activities, including punch list are recorded in the data base within 24 hours.
- Produces daily reports and status to monitor the progress (task, man-hours, punch, sub system, completed or ready to sign) of preparation and execution of pre commissioning and commissioning.
- Monitoring the daily changes carried out by EPCC contractor.
- High lights when changes have not in line with OPERCOM review and comment the progress report issued by the EPCC contractor.
- Responsible and review punch list category in punch list.
- Responsible and pushing sub-contractor for clear punch list.
- Contact point with engineering and ICAPS and sub-contractor.
- Microsoft office.
- ICAPS software.
- Electrical and instrument technical document work and QC skills methodology.
- Following up Reporting (Daily, Weekly and Monthly).
- Following up Review WPA.
- Following up Claim about construction and pre com & com activity.

Honours & awards

- POGC Project Manager Appreciation Letter for Pre missioning and Commissioning and star up in Tombak (South Pars)
- POGC Project Manager Appreciation Letter PSSER Appreciation Letter in Phases 13 (South Pars)
- TESCO Co Managing Director Appreciation Letter for phases 13 A&B (PAC Certificate) South Pars
- TESCO Co Managing Director Appreciation Letter for phases 13 A&B (South Pars) TESCO Co Managing Director Appreciation Letter for phases 15&16(South Pars)