



SAPEM has a vacancy for a Rigging Loft Supervisor

Introduction	
Job Title:	Rigging Loft Supervisor
Business Line:	Asset Based Non-Drilling
Department:	Operations
Requirements	
Qualification:	Rigging Loft Management Certification
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	Minimum of 5
It Skills:	Computer literate, Microsoft Office competent
Soft Skills:	Problem-solving, Teamwork, Flexibility, Communicative
Nice To Have:	Previous experience in the same position and/or as a Rigger and/or Crane Operator. Certificates in Lifting Ops.
Location:	Georgetown/Vreed – en - Hoop

OBJECTIVE:

Control and monitor the use and the status of the rigging accessories, ensuring the availability, distribution and recollection of the items for each lifting operation.

RESPONSIBILITIES AND DUTIES:

- Follow daily instructions given by the Lifting Supervisor and operate according to safety standards.
- Ensure cleanliness and tidiness inside the Rigging Loft daily.
- Ensure that all rigging equipment and accessories are properly stored on the appropriate shelves.
- Ascertain and ensure that rigging equipment and accessories that are damaged and deemed unsafe and unusable are stored in a dedicated quarantine area that is physically separated from the Rigging Loft to avoid mix-ups.
- Assign the correct colour code to all rigging equipment and accessories for the reporting period
- Prepare and maintain daily a complete inventory on Excel (or any other software provided by the Company) of all rigging equipment and accessories, ensuring at all times that the inventory on software is perfectly aligned with the physical inventory.
- Keep written records on appropriate paper logs, ensuring constant traceability, of every piece of rigging equipment and accessory that is taken from the Rigging Loft for rigging operations, highlighting at least the type of equipment, quantity, code, date of removal, name of the person who took it, and the work area.
- Ensure that by the end of the shift, the traceability of each item picked up and not returned is maintained, providing the necessary handover notes to the next shift regarding the use and location of the item that has been removed and not yet returned.
- Monitor and verify on-site the usage area of each item taken from the Rigging Loft, its condition, proper storage if not in use, and ensure its return upon completion of each lifting operation.
- Prepare and distribute the necessary rigging equipment and accessories in accordance with the technical specifications outlined in documents produced by the technical office (Lift Plan, Risk Assessment, etc.).
- Scan and securely store periodically on the company server a digital copy of the Rigging Loft's entry-exit register.
- Prepare and keep the Equipment and Accessories Certification Register for Rigging updated periodically. The register should include at least the basic information of each item, such as identification code, description, and certification expiration date.
- Initiate the certification process for rigging accessories and equipment well in advance of the expiration date to ensure the usability of all items in the Rigging Loft.
- Any other duties as assigned.

Please send your resume and relevant certification with the subject "**Rigging Loft Supervisor**" to saipemgcareers@saipem.com

Please note, that the application closing date is **December 27th, 2024**.

Only shortlisted candidates will be contacted.