

ABU DHABI OCCUPATIONAL TERMS

Technical Supervisor – Level 4



22 NOVEMBER 2018 FIRST EDITION



Table of contents

Amendment Page	2
Abu Dhabi Quality & Conformity Council	
Foreword	
Acknowledgments	
Introduction	
Occupational Terms	
Key terms	8
Performance Criteria	10
Technical Knowledge	13
Knowledge and Understanding	14
Soft skills	14
References	16



Amendment Page

This Amendment Page is updated and issued with each set of revised and/or new pages of the document to help ensure that each copy of this Abu Dhabi Occupation Term (ADOT) contains a complete record of amendments.

This Occupational Term is a live document which can be amended when necessary. QCC can review stakeholder comments in order to review and amend this document; ultimately resulting in an issuance of an updated version, if necessary.

Log of Amendments						
Amendment		Discard		Insert		
No.	Date	*Sections Changed	Page(s)	Issue No.	Page(s)	Issue No.



About the Abu Dhabi Quality & Conformity Council

The Abu Dhabi Quality and Conformity Council (QCC) were established by law No. 3 of 2009, issued by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, President of the UAE. QCC is responsible for the development of Abu Dhabi Emirate's Quality Infrastructure, which enables industry and regulators to ensure that products, systems and personnel can be tested and certified to UAE and International Standards.

Products and services certified by QCC receive the Abu Dhabi Trustmark. The Trustmark is designed to communicate that a product or system conforms to various safety and performance standards that are set by Abu Dhabi regulators.

Foreword

The QCC, along with relative stakeholders, had developed occupational terms for 21 unique occupations in the construction sector. This was required because of a high dependence on migrant labor to fill key technical roles in the skilled trades and concerns about the productivity of the industry where skills investment is inconsistent.

The occupational terms are professional standards that personnel must meet in order to perform the jobs they are assigned to produce quality outcomes. The Government of Abu Dhabi, under the leadership of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the UAE and Ruler of Abu Dhabi, and His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the UAE Armed Forces and Chairman of the Abu Dhabi Executive Council, has invested heavily, and at high levels of professionalism and safety, in the Infrastructure of Abu Dhabi. Therefore, it is crucial and obligatory to encourage the presence of skilled workmanship to maintain the quality infrastructure value in the Emirate of Abu Dhabi in particular and the United Arab Emirates in general.

3 | Page CDP/101/Rev0



Acknowledgments

The QCC would like to thank the members of the working group listed below:

Sr.	Name	Entity
1		
2		
3		
3 4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23 24 25		
24		
25		
26 27		
27		
28		
29		
30		
31		
32		
33		
34 35		
35		
36		



Introduction

- > Qualification Pack Technical Supervisor
- ➤ Brief description of Job —A Technical Supervisor is an important job role in Construction and building management works that cater as a mentor for the MEP technicians and workers and a resource person to implement the work strategy under MEP Engineers and managers.
- ➤ Personal attributes A Technical Supervisor should be a good team player who has thorough knowledge in installation and maintenance of HVACR equipment and fittings, Plumbing equipment and fittings

Duties and responsibilities	To lead a team of level 3 and level 2 MEP technicians to install and maintain the HVAC and plumbing equipment and systems and supervise installation activities on construction, renovation and maintenance sites, read and implement the approved shop drawings, and required maintenance works under Engineers and Managers.
Min. qualification	Technical diploma of refrigeration & air-conditioning/Mechanical after High School Diploma/ An industrial training institute certification (ITI) or with3 years of work experience as level 3 HVAC Technician or Pluming Technician. (ASHRAE certification an added benefit)
Training (Suggested but not mandatory)	On the job training for 6 months.
Work Experience	In line with min qualification he should have a total of 5 years of MEP (HVAC or Plumbing) work experience among 3 years should be as level 3 MEP Technician.
Performance criteria	As described in relevant chapters



Occupational Terms

No.	Field	Details		
1.	Occupation (Standard Unit)	Technical Supervisor – Level 4		
2.	Description	This occupational terms specifies the outcome required to perform as a Technical Supervisor for install, maintain and dismantle all equipment/accessories related HVAC and plumbing works		
3.	Unit type	□Knowledge and Skills OR ■Application		
		No. Element		
		E1 Manage services and their quality at sites		
		E2 Manage resources		
4.	Elements	E3 Documentation for maintenance activities		
		E4 Identify and resolve any issues related to installation, operation and maintenance of HVAC/plumbing systems		
		Implement and monitor procedure for maintain a healthy,		
		safe and secure working environment		
5.	QF Emirates	□1 □2 □3 ■4 □5		
	level	□6 □7 □8 □9 □10		
		□Policy and strategy QF 9-10		
		☐Managing QF 7-8		
6.	Function	□Specifying QF 6-7		
T discussion		□Controlling QF 6		
		■Maintaining capability QF 4-6		
		□Performing/carry out QF 1-4		
7.	Entry information and prerequisites Technical diploma of refrigeration & air-conditioning/Mechanical after high School Diploma/Industrial Institute certification, Training Diploma Trade as Assistant- HVAC/Mechanical, Refrigeration and Air Conditioning, Sheet Metal Works, Construction and Manufacturing- Mechanical. (ASHRAE certification an added benefit)			



No.	Field	Details		
8.	Grading	Application unit: Competent/Not Yet Competent		
9.	Industry sector	Construction& Maintenance		
10.	Developed by	Know How	Government Entities	Abu Dhabi Quality & Conformity Council
11.	Endorsement date	TBD		
12.	Frequency of review	2 Years		
13.	Version No.	0		
14.	ISCO-08	7124 Insulation Workers, 7126 Plumber and pipe fitters, 7127 Air Conditioning & Refrigeration Mechanics, 7213 Sheet Metal Workers,		



Key terms

Term	Description
Personal	Items that construction workers can use to protect themselves against hazards.
Protective	PPE includes but not limited to gloves, safety helmet, eye protection, face
Equipment	protection, foot protection and appropriate clothing.
(PPE)	
Risk	Risk is the product of the measure of the likelihood of occurrence of an undesired event and the potential adverse consequences which this event may have upon: People – injury or harm to physical or psychological health Environment – water, air, soil, animals, plants and social Risk = frequency x consequences
Hazard	Any substance, physical effect, or condition with potential to harm people, property or the environment.
OSHA	Occupational Safety & Health Administration
Building	A technical drawing of a structure or building that is drawn in a scale that is
diagram	proportionate to its real-world dimensions. Building drawings include site plans, floor plans, elevations and sections. Drawings that provide additional specific/specialist details are known as Coordination Drawings.
Cross Section	A section is a type of building drawing. It represents a vertical plane cut through
	the structure.
Elevation	An elevation is a type of building drawing. It is a drawing of the exterior or interior of a building or structure as seen from a horizontal position - without dimensional perspective.
Floor plan	A floor plan is a building drawing. It is a drawing to scale showing a view from above, of the relationships between rooms, spaces and other physical features at one level of a structure.
Layout drawing	An approved design or plans to show the way things are arranged
Site Plan	A site plan is a type of building drawing that shows a new or existing building's position in relation to the boundaries of the block of land.
Work	Written or verbal description of the work to be undertaken by an individual or
instructions	work team.
HVAC	Heating, Ventilation, & Air Conditioning here refers to "Self-Contained Equipment" i.e. Complete, factory-assembled and tested, heating, air-conditioning equipment installed as a single unit, and having all working parts, complete with motive power, in an enclosed unit of said machinery and/orSplit System/DX Split System consisting of indoor unit housing evaporator & fan and outdoor unit housing compressor, condenser and heat rejection fan.
Air Handling Unit	A series of components joined in section that provide cool air and/or treated ventilation air to space directly or indirectly.
Ceiling	HVAC equipment hung or installed above false ceiling suspended from slab of
Suspended	floor above.
Ducted Unit	



.	
Duct	A tube or conduit utilized for conveying air. The air passages of self-contained
	systems are not to be construed as air ducts
Duct	Fire Dampers, Motorized Fire Dampers, Motorized Smoke Dampers, Motorized
Accessories	Combined Fire & Smoke Dampers, Volume Control Dampers, & Air terminals
	installed in duct system to serve designed purpose
Duct Fittings	A piece of duct in a standard form or shape to connect two pieces of ducts
Plumbing	A receptacle or device that is connected to a water system or discharges to a
Fixture	drainage system or both. Such receptacle or devices require a supply of water; or
	require a supply of water and discharge waste to a drainage system. Plumbing
	Fixture for this standard refers to wash basin, kitchen sink, bathtubs,
	showerheads, urinals, & water closet
Plumbing	Refers to potable water system, potable water distribution pipes, plumbing
System	fixtures, sanitary waste water system, sanitary wastewater pipes and fitting, water
	heaters, & pumps
Piping	Common devices installed in potable water system other than pipes and fittings
Specialties	that serve a specific purpose such as water hammer arrestor, backflow preventers,
(Potable)	and pressure reducing valves.
Piping	Common devices installed in potable water system other than pipes and fittings
Specialties	that serve a specific purpose such as water hammer arrestor, backflow preventers,
(Sanitary	and pressure reducing valves.
Wastewater)	
Pressure Test	A test following the installation of new equipment/piping system or modification
	of existing equipment/piping system where the equipment/piping system is place
	under pressure to ensure that it will not leak.
Refrigerant	A substance or mixture, usually a fluid used for cooling & heating application.
SOP	Standard operating Procedure
GMP	Good Manufacturing Practices

9 | Page CDP/101/Rev0



Performance Criteria

Element1: Manage services and their quality at sites

Scope	Estimate and procure required resources for operations and maintenance
	Achieve productivity and quality standards
Performance Crit	teria (PC) w.r.t. the Scope
Element	Performance Criteria
Estimating and	To be competent, the user/ individual must be able to:
procuring	PC1. plan & identify resource requirements accurately to complete maintenance
required	works and take inputs from team leaders on their requirements
resources for	PC2. assist engineers to give inputs for preparing work method statements
operations and maintenance	PC3. Should be able to estimate the quantity of the resources identified to complete
mamtenance	each maintenance activity
	PC4. should assist in procuring the resources as per company's SOP
Achieving	PC5. conduct monitoring of resources and services at regular intervals and in
productivity and	accordance with company's SOP
quality standards	PC6. ensure activity schedules has clear and accurate mention of resource
	requirements and ensure activity schedules meet objectives set out in the contract
	PC7. ensure that quality of MEP works meet required maintenance standards and
	organizational standards
	PC8. promptly report any problems to concern engineers that are likely to affect the
	service delivery
	PC9. identify opportunities for improvements to services and promptly implement it
	or pass these to upstream officials for approval

Element2: Manage resources

Scope	Arrange adequate resources
	Allocate work to workers
	Direct, prepare and monitor workers
Performance Crit	teria (PC) w.r.t. the Scope
Element	Performance Criteria
Arranging	To be competent, the user/ individual must be able to:
adequate	PC1. list the required resources for service provision and raise the demand invoice to
resources	Procurement executive and / or storekeeper as per company's SOP
	PC2. collect / receive all the resources as per company's SOP
	PC3. store them safely and appropriately as per company's SOP
	PC4. ensure availability of adequate resources and appropriate tools at site all the
	time to provide uninterrupted quality of work and distribute the materials to team
	leaders as per the work schedule and should have the knowledge of tracking
	inventory at all stages of maintenance works



Allocating work	PC5. distribute the work among groups in such a way that it gets completed on time
to workers	PC6. ensure all the group members have clear understanding of their duties and job
	responsibilities
	PC7. Should have the knowledge of conducting tool box meetings
Directing,	PC8. welcome all subordinates to the workplace with open mind and encourage them
preparing and	with motivation
monitoring	PC9. prepare and train subordinates for new job responsibilities and provide them
workers	help when required
	PC10. help the new and existing workers in acclimatizing to new work area and
	maintenance activities
	PC11. explain the work requirements to workers and clear their technical doubts
	without hesitation
	PC12. Explain the effective ways to workers for completing their respective work
	PC13. Monitor workers performing their duties and point out if any discrepancy is
	observed and train workers on how to operate and use equipment needed to complete
	their work
	PC14. train subordinates on using the newly supplied tools and machines with
	adequate safety

Element3: Documentation for maintenance activities

Scope	Reporting
Scope	
	Recording and Documentation
	Information Security
Performance Crit	teria (PC) w.r.t. the Scope
Element	Performance Criteria
Reporting	To be competent, the user/individual on the job must be able to:
	PC1. collect report data/problems/incidents from subordinates and could interpret it.
	PC2. able to report the collected data to the appropriate authority as per company's
	SOP
	PC3. instruct to follow reporting procedures in the team as prescribed by the company
	PC4. update engineers about completed and outstanding work orders
	PC5. carries out site inspection on a random basis to monitor the benchmark of work
	and schedule.
Recording and	PC6. Instruct about the documentation to be completed relating to one's role
Documentation	PC7. Collect the recorded details accurately in the appropriate format
	PC8. Collect and consolidate the prepared & completed job documentation from
	subordinates
	PC8. Instruct to maintain time, materials and equipment use reports
	PC10. maintain records of all data attendance and provide effective training to
	immediate subordinates
	PC11. Complete and monitor the completion of all documentation within stipulated
	time according to company procedure



	PC12. ensure the quality standards are met while preparing the documents and will
	serve the document preparation cause
	PC13. make sure documents are available to all appropriate authorities
Information	PC14. respond to requests for information in an appropriate manner while following
Security	organizational procedures
	PC15. inform the appropriate authority of requests for information received

<u>Element4:</u> Identify and resolve any issues related to installation, operation and maintenance of HVAC/plumbing systems

Scope	• Inspection	
	Analysis	
Performance Crit	Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria	
Inspection	To be competent, the user/individual on the job must be able to:	
	PC1. inspect maintenance works to ensure compliance with standard procedures like	
	ASHRAE, SMACNA, Universal Plumbing code	
	PC2. implement emergency action plans	
	PC3. identify non-conformities to the company maintenance SOP	
	PC4. should have basic knowledge of QA/QC procedures for inspection	
Analysis	PC5. analyze potential causes of non-conformities to standards and its remedies	
	PC6. evaluate the need for action to ensure that technical failure related to HVAC and	
	plumbing do not recur	
	PC7. suggest, collect, consolidate and implement corrective action to address	
	maintenance problems	
	PC8. periodically review effectiveness of corrective actions and suggest	
	modifications if require to appropriate authorities	
	PC9. interpret the results of the inspection correctly	

<u>Element5:</u> Implement and monitor procedure for maintain a healthy, safe and secure working environment

Scope	Preparation of Safety procedures and its implementation
	Managing emergency procedures
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation of	To be competent, the user/individual on the job must be able to:
Safety procedures and its implementation	PC1. Should assist HSE personals for preparing job hazard analysis.
	PC2. Should have thorough knowledge of hazards related to each installation and
	maintenance activity and its remedy
	PC3. basic knowledge of safety standards
	PC4. Could monitor proper use of PPE's by workers
	PC5. take appropriate action for identified breaches in health, safety, and security

12 | Page CDP/101/Rev0



	policies
	PC6. responsible for monitor and take disciplinary action at the work area
	PC7. adhere and comply to storage and handling guidelines for hazardous material
	PC8. identify and recommend opportunities for improving health, safety, and
	security to the designated person
	PC9. implement and monitor electrical safety all times while doing maintenance.
	PC10. Monitoring and take appropriate actions to violators of procedures like
	electrical LOTO, installing warning signs etc in the work site
	PC11. knowledge of chemical substances, their characteristics and required
	precaution and safety measures
	PC12. the importance of maintaining high standards of health, safety and security
	PC13. implications that any non-compliance with health, safety and security may
	have on individuals, in the maintenance process and in the organization
Managing	PC14. Convey emergency procedures to the subordinates
emergency	PC15. follow the company's emergency procedures promptly, calmly, and efficiently
procedures	PC16. should have knowledge of evacuation procedures for workers and visitors
	PC17. should know how to summon medical assistance and the emergency services,
	where necessary
	PC18. should know how to use the health, safety and accident reporting procedures
	and the importance of these procedures

Technical Knowledge

Relevant work	The user/individual on the job needs to know and exhibit:
Context	TK1. About Coordinating work with other contractors and subcontractors during
	maintenance period
	TK2. About potential causes of deterioration of quality before, during and after
	maintenance
	TK3. how to plan, schedule and estimate the resources required to complete the job
	TK4. how to monitor and conduct a review of service provision
	TK5. how to regularly check the quality of work and services against the agreed
	quality standards
	TK6. what corrective actions to be implemented if the work provision is not in
	accordance with the required quality standards and outside operating parameters
	TK7. typical equipment faults and related causes
	TK8. methods, materials and equipment used in installing, repairing and maintaining
	heating, refrigeration and air conditioning equipment
	TK9. environmental issues and controls relevant to the process, including
	waste/rework collection and handling procedures related to the process
	TK10. how to perform statistical analysis of test data
	TK11. Capability of understanding the technical drawing and catalogues.
	TK3. how to plan, schedule and estimate the resources required to complete the job TK4. how to monitor and conduct a review of service provision TK5. how to regularly check the quality of work and services against the agraquality standards TK6. what corrective actions to be implemented if the work provision is not accordance with the required quality standards and outside operating parameters TK7. typical equipment faults and related causes TK8. methods, materials and equipment used in installing, repairing and maintain heating, refrigeration and air conditioning equipment TK9. environmental issues and controls relevant to the process, include waste/rework collection and handling procedures related to the process TK10. how to perform statistical analysis of test data



Knowledge and Understanding

General &	The user/individual on the job needs to know and understand:
organizational	KA1. legislation, standards, policies, and procedures followed in the company
Context	relevant to own employment and performance criteria
	KA2. what are the scope of works provided by the company to clients and its quality standards
	KA3. organization culture and typical customer profile, service level agreements and
	policies, code of conduct, organization pricing policy
	KA4. sources for information pertaining to employment terms, entitlements, job role
	and responsibilities
	KA5. reporting structure, inter-dependent functions, lines and procedures in the work
	area
	KA6. material and equipment used in the maintenance works and their function
	KA7. impact of various practices on cost, quality, productivity, delivery and safety
	KA8. use of monitoring and measuring devices
	KA9. measures, steps and possible solutions that have been taken/identified to
	address the previous problems
	KA10. escalation matrix for reporting identified issues, hazards and breakdown
	KA11. potential hazards, actions to minimize the same and basic disaster
	management
	KA12. characteristics of the material and equipment required in setting up HVAC &
	plumbing and its maintenance
	KA13 company manual and SOP

Soft Skills

A. Core Skills/	Reading Skills
Generic Skills	The user/ individual on the job needs to know and understand how to:
	SA1. read and understand manuals, SOPs, health and safety instructions, memos,
	Reports, job cards etc.
	SA2. read and interpret images, graphs, diagrams for typical product specifications,
	job sheets, procedures, basic machine control panels, material labels and
	safety information as provided
	SA3. read various coding systems as per company norms
	SA4. read and interpret instructions, procedures, information and signs in the
	workplace
	Writing skills
	SA5. complete appropriate documentation



SA6. fill in the data capturing formats as per company's SOPs

SA7. Document accurately all the job activities as per company's SOP

SA8. Keep records as per company's formats in a way that someone else can understand

SA9. do legible entries with permanent ink

SA10. write detailed reports for investigation

SA11. pay attention to detail while recording maintenance parameters

SA12. record and communicate details of work done to appropriate people using written/typed report

Oral Communication (Listening and Speaking skills)

SA13. communicate with upstream and downstream teams

SA14. communicate with people in a proper form and manner and use language that is open and respectful

SA15. resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust

SA16. communicate effectively with clients and respond to their queries

SA17. provide accurate and up-to-date information in a way that is suitable for the people receiving it

SA18. communicate confidential and sensitive information discretely to authorized person as per the SOP

B. Professional Skills

Plan & Organize

SB1. plan and organize resources to ensure assembly, installation and maintenance activities adhere to schedule and production efficiency needs

SB2. multi-task and adapt to meet work timelines

SB3. effectively delegate and lead to plan, lay out, supervise and inspect the work of Subordinates

SB4. study past data to identify resource needs for maintenance activities

SB5. effectively plan and allocate ownership for documentation/information within the team

SB6. take responsibility for completing one's own work assignment

SB7. plan and prioritize reporting/documentation based on criticality and urgency

Decision Making

SB8. evaluate multiple options on defined, objective parameters when taking assembly, installation and maintenance decisions

SB9. collaborate within the team and with other production teams for identifying appropriate maintenance schedules

SB10. apply technical know-how and commercial awareness as a scheduling decision parameter and cost control

SB11. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations

Critical Thinking

SB12. apply balanced judgment to different situations

SB13. apply basic mathematical and statistical knowledge

SB14. provide sound, constructive, and objective opinions



Analytical Thinking

SB15. analyze operations data and information to identify assembly, installation and maintenance needs

SB16. pay attention to detail for identifying faults and anomalies for maintenance SB17. spot process disruptions and delays and report and communicate these to the

manager with solutions

SB18. to estimate the time taken to complete a work

SB19. assess the resource requirement to complete the work

SB20. suggest improvements (if any) in current ways of working

Problem solving

SB21. solve conflicts and negotiate on behalf of the team and within the team

SB22. identify and objectively evaluate both temporary/short-term and permanent/long-term solutions

SB23.how to avoid conflicts and solve them amicably

SB24. identify, define and resolve installation, operation and maintenance problems using a structured methodology and objective parameters

References

http://www.ukstandards.org.uk

http://www.nsdcindia.org/nos

http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms 172572.pdf

https://www.oshad.ae/en/Pages/OSHTopicInnerViewPage.aspx?topicID=15

https://dmat.abudhabi.ae/ data/ADC2014/AD Property Maintenance Code/index.html#p=40

https://www.nqa.gov.ae/en/Documents/QF_Handbook_FINAL.pdf

https://dmat.abudhabi.ae/en/About/Pages/buildingcode.aspx

ASHRAE Handbook - HVAC Systems and Equipment 2016

<u>Uniform plumbing code of Abu Dhabi Emirate</u>