



## ROLLEN A. TAN

### Desired Position:

QA/QC ENGINEER / INSPECTOR-  
CIVIL & BUILDING

### Personal Details:

Date of Birth: 22 September, 1976  
Nationality: Filipino  
Family Status: Married  
Current location: Philippines

### Education:

Bachelor of Science in Civil Engineering, University of Negros Occidental-Recoletos 2001, Bacolod City, Philippines 6100

### Affiliations:

**PICE**- Philippines Institute of Civil Engineer  
**KSE**- Member Kuwait Society of Engineer-Membership#47726

### Contacts:

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## CAREER OBJECTIVE

A position where my skills could be effectively utilized in the field of Civil Engineering works, thus contributing to the company profit.

## PROFESSIONAL PROFILE:

Over **15 years** of project execution/engineering experience in various civil /structural and building constructions as **Quality Assurance / Quality Control (QA/QC) personnel**. Knowledgeable in all aspects of inspection procedures, such as Uniform Building Codes (**UBC**). Which include the American Society of Testing and Materials (**ASTM**), American concrete institute (**ACI**), Saudi Aramco Engineering standards (**SAES**), Sabic Engineering Standards(**SES**), British Standard (**BS**), Kuwait Oil Company (**KOC**) Engineering Standard and other international standards are commonly used in quality assurance and control jobs.

With **11 years** of experience directly relating to supervision of construction activities in the Oil and Gas industry (both green fields and brownfields), shutdown projects, pipeline and tie-in projects (Brackish and Potable line), Petrochemical, and Refinery Plants, Gas plants, power and desalination plants.

## SKILLS:

- Well verse in computer application: (MS Word, MS Excel, MS PowerPoint, AutoCAD), and Surveying Instruments (Total Station, GPS and automatic level)
- Strong oral, written communication and Supervisory skills. Ability to work independently and in teams.
- Have a good mind set and a competent level of leadership skills. A team worker that could easily adapt to new working environments, colleagues and peers and find enthusiasm in adopting new ideas for improvement.
- Hardworking, willing to work long hours.

## JOB SPECIFIC SPECIALTY:

- Survey, Earthworks, Soil Improvement, Earth Bund/Dike, Concrete Dike wall, Diesel tank storage, Brackish and potable tank Cooling Tower, Compressor house, Reaction bay, Sea Water Intake Structure, Sump Pit, Flake stack, HRSG foundation, fuel oil gas foundation, Pipe Sleeper, Pipe Rack, Pump, Pipe support / antenna foundation, Impounding Basin, Shelter, Manhole and Catch basin, Instrument and Electrical Duct Bank, lighting pole foundation, Asphalt/Concrete Roads and Concrete Pavement Pipeline (Brownfields and Greenfields, Pipeline Tie-in and Steel Structural / Installation. Grouting works (Cementitious and Epoxy), RCC Dam, Tunnel, Box culvert, Drainage unlined and lined Channel, bridges,
- Building Construction and Architectural finishing works for (Substation, Control Building, Maintenance, Electrical Building, Guard House and Security House).

## Training / Seminar Attended:

### **ISO 9001 Awareness (Year 2008 Version) Training Course**

Conducted by: National Inspection & Technical Testing Co. Ltd (FAHSS / TUV) Dammam, Saudi Arabia , May 18, 2009

## **WORK EXPERIENCES:**

**Company : DAEWOO Engineering and Construction Co.**

Position : Senior Civil Site Engineer

Duration : June 2021 to February 2022

Project : Jalaur River Multi-Purpose Stage II, National Irrigation Administration, Iloilo Philippines.

Project Facilities: High Dam (RCC) 109m, Cofferdam, Access Road, Box Culvert, and Tunnel

### **Duties Responsibilities:**

- Monitoring site construction activities and preparing Daily Activity Report.
- Check and Review the Sub-Contractor's monthly invoice for quantities of work performed during the period.
- Ensures that the Sub-Contractor's equipment, material, and installation are in conformance with drawings and specifications.
- Issues non-conformance reports for non-compliance or defective items.
- Conducts surveillance inspection, holds point release inspections, and witnesses other reviews.
- May supervise and direct the Sub-contractor's work activities.
- Review specifications, drawings, inspections, test reports, delivery schedule, operation, and manual and technical data.
- Assisting the Sub-Contractor in interpreting drawings and specifications.
- Review Sub-Contractor technical submittal, technical queries, and field change document.
- Assisting the Sub-Contractor in compliance with QA/QC procedures, Inspection, and Test Plans and Method statements to ensure all tests are carried out per contract requirements.
- Monitor the Subcontractor for approved material and storage for the project.
- Reporting and coordinating with NIA on work activities.
- Prepare punch list items when the work is ready for Initial Acceptance, issue the punch list, and work with the sub-contractor to track and close it in a timely manner.
- Participate in inspections with the Project Acceptance Team and third parties, obtain the punch list, track the progress and work with the Contractor to close the deficiencies.
- Coordinate and resolve interfaces between different disciplines within a contract (e.g. between structural, architectural, mechanical, electrical, telecom, etc.)
- Lead in coordination with various functions to ensure that projects achieve the project goals for HSE, Quality, Cost, and Schedule.
- Provide technical guidance and knowledge transfer to young Engineers.

**Company : GS Engineering and Construction Co. Ltd.**

Position : **Approved KOC** - QA/QC Civil/Structural Inspector

GS E&C ID No. : G030578

Duration : August 2016 to December 2019

Project : Kuwait Oil Company (KOC) EF1920 New Water Center & GC190 Shutdown Activities

The main purpose of the New Water Centre, to be located in the north of Kuwait, is to facilitate the increase in wash water demand associated with the crude production increase from 650 MBOPD Up to 1000 MBOPD. It is estimated that the associated wash water demand required for this increased oil Production will increase from 49 MBWPD to 78 MBWPD.

### **Duties Responsibilities:**

- Enforce implementation of the Quality plan, Procedures and Technical works instructions.
- Prepare Inspection Test plan (ITP) for the identification of the scope of works, procedure and materials to use and project standard requirements.
- Generate client Request for Inspection (RFI) where required providing sufficient notice for Hold point and witness point inspection.
- Carry out daily site proactive surveillance and document all deviations from Project Quality Plan and Standards.
- Daily site inspection ensuring quality of works on Civil Pipeline – Right of Way (ROW), slit trenches, pipeline trenches, crash barrier, Hand Hole, Culvert, RTU and antenna foundation.

- Daily site inspection ensuring quality of works on Civil – Fireproofing, HDPE liner sheet for tank, Pipe rack, pipe sleeper, pipe support, tank foundation, pump foundation, asphalt and concrete roads, pre-cast concrete underground structures, Steel Structures and Architectural Finishing works.
- Daily Site quality Inspection of civil – Field density test (FDT), Site concrete sampling, rebar assembly to installation and formworks up to concreting works.
- Daily Site Inspection of Steel structure erection and Architectural finishing works such as waterproofing, metal and glass panel wall cladding, wall cladding interior and exterior, tiles flooring, metal and wood door panels, framed glass windows, wall skirting, glass wall panels, of the Sub Station, guard house, security house and maintenance building to ensure suitability for the designed permanent works.
- Site inspection of structural steel, concrete design mix, and architectural materials and drawings and its codes and relevant specifications.
- Make daily logs hard and soft copy of each items inspected for filing of records. Preparation of the Inspection Test Records, and secure the Client Representative's signatures.
- Review calibration status of the equipment's being used in the project and secure all updated calibration certificates for client's inspection.
- Review site test reports prior submitted to client.
- Dealing with the client's representatives and Third Party Inspectors with the daily Inspection enduring that each activity is being carried out according to approved Project Quality Plan.
- Conduct Exemption Item List (EIL) inspection of the works finished and document all completed activity securing signature from the client.
- Promote health and safety working environment and comply with the Project HSE requirements.

Company : **AECOM Arabia Ltd. Co.**, XENEL-AECOM Joint Venture, Jeddah, K.S.A.  
 Project : Jeddah Storm Water Drainage Program (Package13) (JSDP/Saudi Aramco)  
 Position : Project QA/QC Civil Engineer  
 Duration : May 2014 to March 2015

#### **Duties & Responsibilities:**

- Monitoring and ensuring that the relevant Method Statements, Inspection Test Plans and with are in line with Project Quality Plan and being followed through-out the Project Cycle.
- Participate in inspections/surveillance visits/ audits of Contractors, Sub-contractors, Vendors Manufacturers/ Suppliers/ Third Party Inspection (TPI)/ Third Party Certification (TPC) activities and processes, in line with the approved documents.
- Identify observed Non-Conformances and report to QA/QC Supervisor for issuance of Nonconformance Reports (NCRs)/Corrective Action Requests (CARs) / Technical Deviations, as necessary.
- Liaise with the Contractor QC Representative to resolve any QC issues and apprise critical issues to Senior QA/QC Engineer and Construction Staff as required.
- Provide support in reviewing project QC documentation produced by Contractors & Vendors such as Inspection and Test Plans (ITPs), Method Statement, Work procedures, etc.
- Witnessing of calibration of measuring equipment and verification of calibration/ inspections records of Measuring and Test Equipment, including welding machines, NDT equipment and process performance monitoring equipment.
- Conduct verification at site of Contractors personnel quality qualification certificates, cards etc. and ensures personnel are performing certain activities within their qualification ranges.
- Monitor the performance of Contractor's QC personnel and reports any concerns/findings to the Senior QA/QC Engineer.
- Review quality and safety aspects related to site works including the work permits and those related to the statutory and regulatory approvals/permits such as use of radioactive materials by Contractors and their operating/handling personnel.
- Review and comments on site related quality control documents submitted by Contractors.
- Provide site QC inputs to QA/QC Supervisor for daily and Weekly Reports. Participate in site progress QC meetings with Contractors and End-users

**Company: KIL JIN KANG & PARTNER CONST. CONT. CO. LTD.**

P.O. Box 850, Al-Jubail 31951 Kingdom of Saudi Arabia

Project Undertaken : **Sea Water Reverse Osmosis (SWRO) Project**  
Saudi Aramco and Dow Chemical Company (SADARA)  
Contractor : Sidem Arabia Co. Ltd., Jubail, KSA  
Position : Civil QA/QC Manager  
Duration : August 2013 to December 2013

Project Undertaken : **IPC EVA PLANT & Utilities Project**  
Saudi International Petrochemical Co. (SIPCHEM)  
Contractor : GS E&C Arabian Co. Ltd., Jubail KSA  
Position : Civil Building QA/QC Manager  
Duration : July 2011 to July 2013

**Duties & Responsibilities:**

- Develop and maintain the quality plan, quality procedures, method statements and inspection, and test plan
- Ensure that project activities are performed and accomplished effectively in accordance with the quality system, through regular review.
- Review and approved all corrective and preventive action taken
- Will supervise and guide the QA/QC personnel assigned to the project through regular toolbox meetings and internal audits.
- Encourage QC personnel to implement 100% of the quality system.
- Review and ensure compliance with the requirement of project quality requirements.
- Will monitor and guide the construction department in all site activities to ensure that every work they perform is quality controlled.
- Encourage QC inspectors to be pro-active by conducting surveillance at the site and immediately inform the construction team for any work that might lead to non-conformity.
- Ensure that the project QA/QC plan and approved inspection test plan was being implemented on-site.
- Be sure that the document, drawing, change order and project specification have double-checked and verified completeness and accuracy of data.
- Double check that all site works are done in accordance with the project quality requirements and specification and RFI's are being executed by QA/QC inspectors on time in the right manner.
- Responsible to see the overall supervision of Quality Assurance and Quality Control of the project during execution and checking of all pertinent documents on QA/QC matters with the compliance of the designed specifications, Company and Engineering Standards.
- Responsible for the inspection of the procured materials and associated documents on QA/QC aspects and ensure that everything complies with the designed specification and standards.
- Review the method statements and work schedule of the contractor for a specific project and forward it to the Lead Engineer for approval.
- Supervise the Quality verification, function and sees the quality of work is properly implemented and documented.

Project Undertaken : **Acid Gas Treatment (Package 2B) Project,**  
Saudi Aramco Total Refinery & Petrochemical (SATORP)  
Contractor : Daelim Saudi Arabian Co. Ltd., Jubail KSA  
Position : Civil Building QA/QC Supervisor  
Duration : April 2010 to June 2011

Project Undertaken : **Marafiq Independent Water & Power (IWPP) Project**  
Contractor : Hyundai Heavy Industries Co. Ltd. (HHI), Jubail, KSA  
Position : Civil QA/Qc Engineer  
Duration : August 2007 to March 2010

Project Undertaken : **Ibn Zahr PP-III Utilities & Offsites Project**  
Saudi European Petrochemical  
Contractor : Daelim Saudi Arabian Co. Ltd., Jubail KSA  
Position : Civil Building QA/QC Inspector  
Duration : April 2007 to July 2007

Project undertaken : **Ar Razi Plant-V Methanol Project**  
Prime Contractor : Arabian Mitsubishi Co/Heavy Industries Co. Ltd. (AMC/MHI), Jubail, KSA  
Position : Civil Building QA/QC Inspector  
Duration : May 2006 to March 2007

### **Duties & Responsibilities:**

- Enforce implementation of the Quality plan, Procedures and Technical work instructions.
- Ensure compliance with client standards, policies, and guidelines in Projects
- Proactively engaged in the construction activities to assist in resolving and overcoming technical quality issues.
- Monitoring quality of works and assess the safety at site including health and environmental issues, ensuring compliance with specifications and safety and health risk assessments.
- Preparing surveillance report(s) for deficiencies of work found at site and nonconformance reports (NCR) if required in view of the development of events.
- Prepare, review & handle documents such as Quality Plans, Method Statement (MS), Inspection & Test Plan (ITP), and Request for Inspection (RFI), Material Receiving Report (MRR), ITP close out, Hand over documents to next discipline and other documents pertaining to QA/QC works.
- Checking and ensuring effective co-ordination between disciplines related works and all other disciplines.
- Check & witness site concrete sampling, field density test (FDT), dry film thickness test (DFT) & concrete cylinders & grout cubes crushing test (by independent laboratories).
- Consolidate all test result and verify its correctness against the standard materials Quality testing manual if the test had passed the requirement
- Review project and other relevant specifications
- Review inspection reports and recommend proper action to be taken
- Coordinate inspection schedule with other party's representatives
- Participate and conduct quality audit, if need to
- Review and evaluate approved materials documents
- Attend laboratory and in-situ testing
- Conduct trial mix for concrete deviation

### **Department of Public Works and Highways (DPWH)**

2<sup>nd</sup> Eng'g District, Binalbagan Negros Occidental, Philippines

**Position** : **Civil Engineer**

**Dates** : July 2002 - March 2006

**Government Projects:** Bridges, viaducts, roads, tunnels, water supply system, drainage and sewerage systems, deep foundation and vertical construction projects.

### **Duties & Responsibilities:**

- Primary task is to ensure that the project quality, workmanship, and safety satisfies the plans, details and specifications as required by the National Building Code of the Philippines (NBCP) and Department of Public Works and Highways (DPWH) Engineering Handbook and as stated on construction drawings and specifications.
- Initiate layout of horizontal and vertical controlling points that define the location, orientation and elevations of structures component of a certain project as per plan and details.
- Facilitate the testing activities and witness to ensure that the test results conform and within the allowed tolerances as per specified requirements such as the minimum compressive strength of concrete, slump test prior to placement of concrete, proper curing of concrete, yield tensile strength of reinforcing bars, quality test for cements, sieve analysis or gradations requirements of filling materials and field density testing for compaction requirements.
- Prepare Bill of Quantities (BOQ) for any additional/variation in quantities and activities that are not included within the approved scope of works.
- Preparing project schedule, Progress accomplishments and monitoring of project construction on a daily basis. This is to ensure that activity for each item is being performed properly, orderly and safe manner/procedures to meet in achieving a certain duration or deadline of the project.
- Act as Team Leader in project site which oversees all activities, progress and manpower and equipment requirements and reports directly to Construction Manager.

I hereby declare that all information stated above is true and correct to the best of my Knowledge.

  
Rollen A. Tan