



Job Description

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Job Title Handover and Punch List Coordinator	Job Location Tanga	Category -
Job Type Full Time	Job level Intermediate	Industry Oil & Gas
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 15 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Job Holder is responsible for coordinating the end-to-end Handover and Punch List management process for EACOP sites systems, packages, facilities and associated infrastructure. The role ensures that Construction, Pre-Commissioning and Commissioning deliverables are progressively verified, documented, tracked and transferred to Operations in a controlled and auditable manner, with all punch items properly classified, assigned, monitored and closed in line with agreed priorities and start-up requirements.

During the project and start-up phases, the Job Holder shall support operational readiness activities, coordinate cross-functional handover interfaces and maintain the visibility of outstanding actions that may affect safe start-up, system acceptance or facilities operability. The role is highly critical to preserving schedule integrity, asset integrity, compliance and safe transfer to the field operating organization.

Key Accountabilities

- Coordinate handover of EACOP systems, subsystems, equipment packages and operational areas from Project to Operations.
- Maintain the master handover register, punch list database and close-out status reporting.
- Ensure all supporting records required for transfer, including dossiers, certificates, test records, red-line mark-ups, as-built documentation, manuals and vendor files, are complete and traceable prior to acceptance.
- Organize and participate in inspections, walkdowns and verification meetings to identify, classify and resolve punch items prior to handover.
- Support Operations Readiness Plans, Operations Readiness Reviews, handover deliverables registers and roles and responsibilities matrices used to govern transfer readiness.
- Follow up contractors, discipline engineers, commissioning teams and operations representatives to drive timely closure of Category A, B and C punch items in accordance with project priorities and terminal start-up requirements.
- Prepare periodic dashboards and reports on handover readiness, documentation completion, constraints, risks and outstanding punch items for management review.

Responsibilities

1. Handover Coordination

- Coordinating the preparation, review, issue and close-out of system handover dossiers and turnover packages.
- Maintaining the handover sequence in line with Commissioning priorities, start-up schedules and operations acceptance requirements.
- Ensuring that all handover documentation is reviewed for completeness, accuracy, revision status and formal approval before Transfer to Operations.
- Coordinating interface meetings between Construction, Commissioning, Operations, QA/QC, Engineering and contractors to resolve handover constraints
- Supporting the formal transfer of care, custody and control of systems and areas in line with approved procedures.

2. Punch List Management

- Managing the identification, registration, coding, categorization and tracking of punch items arising from inspections, testing, walkdowns and readiness reviews.
- Verifying that punch items are correctly assigned to the responsible party and supported by clear descriptions, locations, priority level, target dates and required close-out evidence.
- Monitoring progress of punch closure and escalating overdue or critical items that may affect safety, operability, integrity or start-up readiness.
- Coordinating reclassification or deferral of punch items were justified and formally approved by the relevant authority.
- Confirming closure evidence is complete and acceptable before recommending item close-out in the tracking system.

3. Documentation and Reporting

- Maintaining accurate and current registers for handover packages, punch items, action logs, exception lists and acceptance records.
- Coordinating receipt, control and filing of construction, QA/QC and commissioning records required for turnover.
- Ensuring operations manuals, maintenance manuals, vendor data books, spare parts lists, training records and as-built documentation are available in accordance with handover requirements
- Preparing weekly and monthly reports covering handover status, documentation readiness, key risks, constraints and close-out performance.
- Supporting audit readiness by ensuring traceable records are retained and retrievable at all times.

Interface and Readiness Support

- Supporting development and maintenance of operations readiness checklists and readiness review records.
- Coordinating internal and external stakeholder comments, approvals and signatures associated with system transfer and acceptance.
- Liaising with document control to ensure controlled issuance and archiving handover records.
- Participating in start-up readiness reviews, lessons learned sessions and close-out meetings as required.
- Supporting the implementation of local content objectives and knowledge transfer to national personnel where applicable.

Health, Safety & Environmental Responsibilities:

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully comply with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicate to management any HSE related concerns and ways to improve them.
- Maintain a workplace & workspace that is safe, clean, and always neat – practice good housekeeping

Education & Qualifications

- Bachelor's degree or higher diploma in Engineering, Technical Operations, Construction Management or another relevant discipline.
- Additional training in commissioning, completions management, document control or project controls is advantageous

Requirements

- Minimum 15 to 20 years of relevant oil and gas industry experience in project execution, completions, commissioning,

handover, operations readiness or terminal/facility start-up.

- Demonstrated experience in multi-disciplinary coordination of handover activities between Projects and Operations. [cite:2]
- Previous experience managing documentation status, readiness reviews, handover registers and punch list close-out processes on complex industrial facilities.
- Experience in terminal, refinery, petrochemical, pipeline, marine or other hydrocarbon processing/export facilities is an advantage.

Characteristics

Technical Competence:

- Sound understanding of mechanical completion, pre-commissioning, commissioning, start-up and project-to-operations handover processes.
- Good knowledge of Construction / Commissioning dossiers, inspection and test records, as-built dossiers, vendor documentation and exception management.
- Familiarity with punch list philosophies, close-out workflows and readiness review practices used on oil and gas projects
- Ability to read engineering drawings, P&IDs, equipment lists, system boundaries and document registers.
- Proficiency in Microsoft Office and common project database/document management tools; experience with completions or turnover systems is desirable.

Behavioral Competence:

- Strong planning, coordination and follow-up capability.
- High attention to detail and disciplined records management.
- Good communication and stakeholder engagement skills.
- Ability to work under pressure and manage multiple priorities across interfaces.
- Team-oriented mindset with sound judgment and problem-solving ability.
- Ability to work effectively in a multicultural business environment.

Language Requirements:

- Fluency in English, written and spoken.

Reporting To

- N+1: Field Manager TZ

Driving Licence

Not Required

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