

# ANIL KUMAR KOKA

Contact: +971-529399706

Email: [kokasanil@gmail.com](mailto:kokasanil@gmail.com)

PROCUREMENT QUALITY ASSURANCE & QUALITY CONTROL, PROJECT QUALITY MANAGEMENT, INSPECTION, QUALITY LEAD, SITE QA/QC INSPECTION, INSPECTION COORDINATOR, VENDOR QUALITY MANAGEMENT, ERECTION & COMMISSIONING, VENDOR ASSESSMENTS/AUDITING, EXPEDITING and PROJECT EXECUTION

## Personal Profile:

Years of Experience	16+ Years	Residence	UAE
Date of Birth	22-02-1982	Nationality	Indian
Education Qualification	1. B. Tech (Mechanical Engineering) –2004. 2. Master of Business Administration in Finance and Project Management – 2012.		
Professional Certifications	1. CSWIP 3.1 Certified Welding Inspector valid till Sept'2023. 2. ASNT Level II in UT, RT, PT & MT valid till June'2023. 3. IRCA certified ISO 9001:2015 Lead Auditor in Quality Management System.		
Driving License	Valid UAE Driving License.		

## SUMMARY:

Experienced and competent professional with 16+ years of demonstrated history of working as Mechanical Procurement Quality Assurance & Quality Control, Project Quality Management, Support PMC, Inspections, Quality lead, Project/Supplier Inspection Coordinator, Site QA/QC Inspection, Erection & Commissioning, Expediting, Vendor assessments/ Auditing and Project Execution.

## MAJOR PROJECTS WORKED / HANDELED TILL DATE:

### ❖ Oil and gas Projects:

- ⇒ Kuwait Oil Company (Kuwait) Discharge Coolers project.
- ⇒ Expansion of Bab Gas Compression Project phase-2 for ADCO/ADNOC – Abhu Dhabi Company for Onshore Oil Operations.
- ⇒ Chemical injection package for South Yoloten gas field development (Turkmengas Project).
- ⇒ Rabab Harweel Integrated Project.
- ⇒ Lower Fars Heavy Oil Development Phase 1.
- ⇒ Sakhalin energy of compressor project.
- ⇒ Kazakh Projects Joint Venture (KPJV) FGP / WPMP Project - Tengizchevroil Future Growth Project - Wellhead Pressure Management Project.
- ⇒ Saudi Aramco Rowan Offshore Drilling - Newbuild jack-up rigs.

### ❖ Power Plant Projects:

- ⇒ Energy Project, United States Of America i.e manufacturing of Power Transformers.
- ⇒ 4X600 MW power plant for M/s Jindal Steel and power limited – Tamnar, Raigarh (Chhattisgarh).
- ⇒ 2X15MW & 1X33MW Captive power plant for M/s Ambuja Cements Limited (Group of HOLCIM) Bhatpara
- ⇒ 3X660 MW Prayagraj Thermal Power Plant for M/s Jaypee Associates Ltd.
- ⇒ 3X67.5MW Gas Based Captive Power Plant, Kalinganagar for Tata Power Ltd, India.
- ⇒ 5X800 MW Ultra Mega Power Plant for M/s Coastal Gujarat Power Ltd (Tata Power) - India.
- ⇒ 4X300 MW for M/s SKS Power Generation Ltd , Raigarh.
- ⇒ 5X270 MW Amaravati TPP Project for M/s Indiabulls Power Limited, India.
- ⇒ 77 MW power project (phase-II) & 2X80 MW CPP Tuticorn (T.N) of OPG power generation Ltd., Gummidipoondi (T.N)

### ❖ Cement Plant projects:

- ⇒ 2.2 MTPA Clinker plant M/s Ambuja Cements Limited (Group of HOLCIM) Bhatpara (Chhattisgarh).
- ⇒ 1.5 MTPA Cement plant for M/s Asian Cements Limited – Nalagarh (Himachal Pradesh).

## ANIL KUMAR KOKA

Contact: +971-529399706

Email: [kokasanil@gmail.com](mailto:kokasanil@gmail.com)

⇒ 1.0 MTPA Cement plant for M/s ACC Kymore – Madhya Pradesh.


### ❖ Wind Mill Projects:

- ⇒ Borwin 3 – HVDC convertor platforms for grid connections of several offshore wind parks.
- ⇒ Suzlon Energy Limited, India. – 350 KW, 600 KW, 1.25 MW, 1.5 MW, 2.1 MW.
- ⇒ Suzlon Energy Tianjin Limited, China. - 1.25 MW, 1.5 MW, 2.1 MW.
- ⇒ Enercon, India. – TOWER MANUFACTURING ONLY.
- ⇒ INOX Wind, India. – 2 MW.
- ⇒ BP WIND EPCC offshore.
- ⇒ SEAGREEN WIND ENERGY (Offshore Project).

### ❖ Other Projects:

- ⇒ Riyadh Metro.
- ⇒ Alba Potline 6.
- ⇒ Al –Taweelah Alumina – Abu Dhabi.
- ⇒ Fluor – Quellaveco Open Pit Copper Mine.
- ⇒ Fluor – Halliburton Chemicals Project in Saudi Arabia.
- ⇒ Fluor – Lyondell Basell Propylene Oxide and Tertiary Butyl Alcohol Plant
- ⇒ WELSPUN ENERGY (MP) PVT LTD-130MW Solar Power Project at Neemuch, Madhya Pradesh.

## Professional Experience

EMPLOYER NAME		DESIGNATION	DURATION
TATA PROJECTS		Senior QA/QC Engineer and Team lead	Nov'20 to Till Date

### ❖ Roles and Responsibilities:


- ⇒ Coordinate all QA/QC activities with the site QC manager & procurement manager
- ⇒ Action and close all customer complaints
- ⇒ Control all achieve documentation upon the completion of the project.
- ⇒ Reviewing of site purchase orders to ensure that the applicable requirements are met.
- ⇒ The compilation of vendor inspection assignments packages.
- ⇒ The coordination and resolution of any nonconforming product Reviewing vendors QA/QC systems in accordance with contractual requirements
- ⇒ Ensure the verification of documentation and certificates for materials purchased by vendors.
- ⇒ Review of supplier quality plans against contract requirements.
- ⇒ Ensures the quality of the site installations is consistent with the company's policy requirements together with national and international standards and the customers' specifications.
- ⇒ Implement the QA/QC management system at the site.
- ⇒ Coordinate with quality inspections with all the site subcontractors and vendors coordinate all non-destructive testing on site.
- ⇒ Distribute relevant QA/QC documentation to site subcontractors.
- ⇒ Verify that the quality-related site activities are in accordance with the applicable codes and standards.
- ⇒ Participate in the site internal and external site audits.
- ⇒ Coordinate all the quality site inspections through the site QC inspectors.
- ⇒ Ensure all quality control documentation is compiled and competed for as-built hand over through the QC turnover engineer.
- ⇒ Control all nonconformance reports and undertake remedial action.
- ⇒ Compete for site quality control instructions and action remedial responses.
- ⇒ Review the customers' specification and undertake relevant training to the site QC inspector.

## ANIL KUMAR KOKA

Contact: +971-529399706

Email: [kokasanil@gmail.com](mailto:kokasanil@gmail.com)

- ⇒ Monitor the implementation of the approved site QC Plan.
- ⇒ Complete and coordinate the approval of the sites QC technical submittals to the customer.
- ⇒ Coordinate with the site construction manager on all quality issues Coordinate and chair the QA/QC site weekly meetings with the project's subcontractors QC personnel.
- ⇒ Assure all technical documents relative to site quality control are the current status.
- ⇒ Liaison with client, during inspection for new construction as per contract requirement and standards.
- ⇒ Preparation of Project Quality Plan, QA/QC procedures, Method Statement and Inspection, and Test Plans and reports, checklists, etc.,
- ⇒ Carry out all planned site inspections as per the intervention points marked in the relevant ITPs along with client / TPI and clear the punch points, if any during inspections.
- ⇒ Review and Implement Quality Control Documents; Procedures, Method Statements, Inspection, and Test Plans, NDE documents. Coordinate and resolve comments on the Supplier Quality Control Plans.
- ⇒ Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered, and other QA/QC documents. Responsible for the closure of Non-conformance.
- ⇒ Take remedial action for the closure of NCRs and report the proper corrective action, preventive action and root cause analysis against non-conformities.

EMPLOYER NAME		DESIGNATION	DURATION
ENERGY ENGINEERING		Manager - QA/QC	Aug'2019 to Nov'20

### ❖ Roles and Responsibilities:

- ⇒ Take leadership in managing quality management system.
- ⇒ Develop and implement project specific quality plans, perform internal and external audits, manage client liaison and supplier quality performance and coordinate completion of all QA/QC activities
- ⇒ Establish Project Quality team and organization, develop Project Quality Plan, identify key procedures and monitor implementation.
- ⇒ Preparation of project quality plan with details on quality practices, resources and sequence of activities relevant to a particular contract/project.
- ⇒ Review /approve Quality Audit schedule for each project encompassing the specific project requirements.
- ⇒ Preparation of project quality plan with details on quality practices, resources and sequence of activities relevant to a particular contract/project. Appraise vendor's capability to provide suitable product/service.
- ⇒ Convene pre-inspection meetings and approve inspection and test plan and procedures.
- ⇒ Ensure proper planning for inspection activities.
- ⇒ Ensure availability of all necessary documents at inspection release and implement suitable corrective actions.
- ⇒ Maintain cordial relationship with Client Representative and ensure that client quality requirements are understood, agreed and fulfilled.
- ⇒ Ensure project KPI's are defined, measured, monitored and actions implemented for any identified gap.
- ⇒ Monitor and analyze Customer Satisfaction. Implement the Closed loop site Quality Management System at site.
- ⇒ Ensure site quality induction and orientation. Identify key site procedures & documents and ensure timely preparation.
- ⇒ Review and implementation of site quality documents like quality control plan / ITPs, process control procedures, formats for recording process results etc. on a timely manner.
- ⇒ Close coordination with Completions to ensure project documentation and certifications is fully aligned with approved ITPs/ITRs.
- ⇒ Review and ensure all aspects of the quality system related to the site are audited at least once.



- ⇒ In case of serious deficiency during the execution of a contract notify the project, manager and initiate an unscheduled audit.
- ⇒ Coordinate with quality inspections with all the site sub-contractors and vendors to conduct all non-destructive testing on site. Ensure proper planning and notification for inspection visits of QC team (planned and unplanned).
- ⇒ Ensure availability of all necessary documents at inspection release.
- ⇒ Perform surveillance activities and monitor construction process.
- ⇒ Maintain cordial relationship with Client Site Representatives and ensure that client quality requirements are understood, agreed and fulfilled.
- ⇒ Manage and monitor Sub-contractor Site Representatives to ensure that Sub-contractor quality team work efficiently and effectively at site. Monitor Subcontractor quality performance and report.
- ⇒ Schedule meetings to resolve specific interface issues.
- ⇒ Evaluate new quality/test methods, processes and materials to determine effect on quality plans.
- ⇒ Coordinate with the customer's representative on all quality matters. Coordinate and control all inspection/tests.
- ⇒ Distribute relevant QA/QC documentation to site subcontractors.
- ⇒ Verify that the quality related site activities are in accordance with the applicable codes and standards
- ⇒ Participate in the site internal and external site audits.
- ⇒ Coordinate all the quality site inspections through the site QC Engineers/Inspectors.
- ⇒ Ensure all quality control documentation is compiled and competed for as-built hand over through the QC turnover engineer.
- ⇒ Control all non-conformance reports and undertake remedial action Compete site quality control instructions and action remedial responses
- ⇒ Review the customer's specification and undertake relevant training to the site QC inspector.
- ⇒ Monitor the implementation of the approved site QC Plan.
- ⇒ Complete and coordinate the approval of the site's QC technical submittals to the customer.
- ⇒ Coordinate with the site construction manager on all quality issues
- ⇒ Coordinate and chair the QA/QC site weekly meetings with the projects subcontractor's QC personnel.
- ⇒ Ensure the safety is adhered to at site.
- ⇒ Ensure site KPI's are measured, monitored and actions implemented for any identified gap.
- ⇒ Implement Lessons Learned where relevant at site.
- ⇒ Analyze quality information (audit results, process / product non-conformities, feedback etc.) and identify corrective and preventive actions.
- ⇒ Review and approve Daily Surveillance Reports, lead bi-weekly Quality Walkthroughs.
- ⇒ Reports progress/status related to quality system on a regular basis to project site management and project Quality Manager.
- ⇒ Manage a team of QA/QC engineers, Co-coordinators, Inspectors and/or Document Controller (QA/QC) as relevant to support the quality activity.
- ⇒ Align quality resources with business needs and assure effective coverage of the project load.
- ⇒ Assure all technical documents relative to site quality control are current status.
- ⇒ Support Company to ensure Quality policy and objectives are communicated within the organization.
- ⇒ Support Company for the annual review and updation of Quality Manual.
- ⇒ Support Company to manage QMS application and its effective implementation across all functions and projects, where necessary. Ensure Quality KPI's are established and monitored on regular basis.
- ⇒ Ensure Quality Assurance Procedures and Plans are reviewed and revised suitably.
- ⇒ Ensure Internal and External Audits are managed as per ISO 9001:2015 requirements.
- ⇒ Ensure the effectiveness of corrective actions.
- ⇒ Support Management Representative to carry out Management Review and timely action close outs.
- ⇒ Manage Lessons Learned mechanism and ensure its implementation in projects / disciplines.

## ANIL KUMAR KOKA

Contact: +971-529399706


Email: [kokasanil@gmail.com](mailto:kokasanil@gmail.com)

- ⇒ Ensure effective implementation of Customer Feedback procedure.
- ⇒ Ensure that project QA/QC team manages project quality assurance requirements from quality planning, documenting plans and procedures, training and implementation, surveillance and audits, monitoring quality trends, corrective and preventive action, reviews and reports etc.
- ⇒ Assess quality tools and techniques available in the market including systems and procedures of Clients and competitors for their suitability for adoption as best practices.
- ⇒ Provide quality assurance support to the project during execution.
- ⇒ Mentor and develop QA team to the highest professional and performance standards through appropriate training and certification.
- ⇒ Provide input on performance ratings, career growth potential, salary and other compensation changes, termination and recruitment/hiring of QA Team. Ensure QMS Induction and Awareness programs are managed.
- ⇒ Perform any other related duties and responsibilities as required by the Company.

EMPLOYER NAME		DESIGNATION	DURATION
BECHTEL		Quality Assurance and supplier Quality Specialist	July'2018 to July'2019
PETROFAC, UAE		Senior Quality Assurance and Quality Control Engineer	April'2014 to June'2018

### ❖ Roles and Responsibilities:

- ⇒ Involved in pre-bid contract review, technical query (TQ) discussions with Client and suppliers.
- ⇒ Involved in supplier / sub-supplier's capability evaluation and performance monitoring.
- ⇒ Attended supplier project specific quality audits & weekly or monthly inspection status review meetings. Responsible for recording the audit / meeting outcomes, preparing MOM's and review / verify the closer of audit / meeting punch points.
- ⇒ Reviewing various technical specifications / requirements for adequacy w. r. to project specifications and to facilitate the approval of document by client.
- ⇒ Reviewing of Quality documents i.e. inspection and test plan, NDT and other testing procedures, WPS /PQR, heat treatment procedure, FAT procedure, MRB Index, packing shipping & storage procedure for adequacy w. r. to project spec / requirement and to facilitate the approval of document by client.
- ⇒ Attending kick-off meetings & other quality issue related meetings / tele-conferences with supplier and client.
- ⇒ Attending Pre-Inspection meeting at supplier premises along with client, discussions over finalization of ITP and final vendor document requirement list (VDRL).
- ⇒ Surveillance visit to supplier's location to ensure the compliance of approved ITP and other quality requirements.
- ⇒ Reviewing of NOIs received from suppliers for adequacy w.r.to ITP, planning and deployment of the approved TPI as per NOI request and coordinating with end customer for joint inspection for CHP (Customer Hold Point) as per ITP.
- ⇒ Review of inspection report and supporting documents for adequacy w. r. to ITP.
- ⇒ Compilation of quality issues / punch points & Non- conformities reported.
- ⇒ Resolution of quality issues / punch points its verification and Closure of NCRs in consultation with client and site personals. Issuance of inspection release. Review and compilation of complete Quality documentation / MRB.
- ⇒ Compilation of lessons learnt and dissemination to the concerned for improvements in future.

EMPLOYER NAME		DESIGNATION	DURATION
TATA PROJECTS LIMITED		Quality Assurance and Quality Control Engineer	Dec'2005 to Mar'2014

### ❖ Roles and Responsibilities:

- ⇒ Liaison with client, during inspection for new construction as per contract requirement and standards.

## ANIL KUMAR KOKA

Contact: +971-529399706

Email: [kokasanil@gmail.com](mailto:kokasanil@gmail.com)


- ⇒ Carry out all planned site inspections as per the intervention points marked in the relevant ITPs.
- ⇒ Check for any activity offered for inspection has an approved AFC drawing, method statement (MS), Quality Control Procedure (QCP) and Inspection & Test Plan (ITP).
- ⇒ Prepare method statement for ongoing activities and Inspection Test Plan with Checklists based on project specifications.
- ⇒ Maintain all documentation/filling for FAT reports, Data sheets, Equipment calibration records, MAR and AFC Drawings. Prepare and Submit site memos, RFIs, MIRs, and Test reports to client.
- ⇒ Check that all materials used comply with the approved Material Approval Request (MAR)
- ⇒ Involving in Quality control, Inspection Coordination, Quality Control Procedures Review, Field Inspection and Monitoring, Vendor Pre-qualification and Desk expediting.
- ⇒ Preparation of list of Deliverables as per the FEED Documents, QA/QC process/activities in the project. Coordinating & preparation of Quality related procedures.
- ⇒ Review and Implement Quality Control Documents; Procedures, Method Statements, Inspection and Test Plans, NDE documents. Coordinate and resolve comments on the Supplier Quality Control Plans.
- ⇒ Review of Vendor Documents like ITP, WPS, Quality Procedures and NDE Procedures. Vendor Quality Deliverables pertaining to respective packages. Reviewing and approval of QA/QC documents for various commodities.
- ⇒ Familiar with GRE Piping inspection and joining methods, GRP panels, Tanks inspection, HDPE pipe laying and jointing.
- ⇒ Review and approval of all Incoming raw materials at vendor places to meet the client requirements as per specifications and procedures.
- ⇒ Review and approve the vendor Pre-qualification documents and submitting to client and Thorough Knowledge & Understanding of client Specifications for Off Shore Requirements.
- ⇒ Expediting the all vendor deliverables, materials, inspection co-ordination, Vendor documents and Engineering Documentation.
- ⇒ Participate in Pre-Inspection Meetings to review with Supplier, inspection requirements and correct understanding about the project requirements
- ⇒ Carryout inspection and checking for all quality related procedures in the site and ensures activities at the site are as per approved method statement and inspection test plan.
- ⇒ Coordinate with the consultant's representative and Site in charge for inspection and meeting about quality problems including the closure of Non-Compliance reports.
- ⇒ Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered and other QA/QC documents. Responsible for the closure of Non-conformance
- ⇒ Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to mechanical, civil and electrical etc.,
- ⇒ Develop method statement for the activity including risk assessment and job safety analysis and site Inspection Test Plan and Checklist based on specifications of the project.
- ⇒ Take remedial action for the closure of NCRs and report the proper corrective action, preventive action and root cause analysis against non-conformities.
- ⇒ Being Auditor: to Assist Lead Auditor (QA/QC Manager) during internal Auditing Planning/scheduling & execution as per audit criteria. Being Auditee: to prepare all documented information regarding the Audit criteria.
- ⇒ Coordinate with Construction manager for procurement of miscellaneous materials.
- ⇒ Submit the Daily PTW & Daily progress reports to Client.
- ⇒ Monitor day to day work progress and prepare the weekly and monthly program / report.

EMPLOYER NAME	DESIGNATION	DURATION
---------------	-------------	----------

## ANIL KUMAR KOKA

Contact: +971-529399706

Email: [kokasanil@gmail.com](mailto:kokasanil@gmail.com)

M/s BHEL – HPVP formerly known as BHARAT HEAVY PLATE AND VESSELS LIMITED, India.		Graduate Engineer	Jan'2005 to Nov'2005
<p>❖ <u><b>Roles and Responsibilities:</b></u></p> <ul style="list-style-type: none"><li>⇒ Study of approved drawings/QAP/ITP/NDE programme to coordinate Inspection and Production personnel.</li><li>⇒ Inspection of various equipment's like pressure vessels, heat exchangers, storage tanks for export and domestics projects.</li><li>⇒ Inspection of incoming raw materials like plates, pipes, fittings, forgings, tubes and stage-wise inspection of vessels as per approved QAP.</li><li>⇒ Performing/coordinating stage wise Inspection of Marking ,Fit up, Welding , Dimensional etc.,</li><li>⇒ Coordinating for Physical Tests (Ferrite test, Hardness test etc.,) Non Destructive Testing (RT, UT, MPT &amp; PT), Pneumatic test and Hydraulic Test.</li><li>⇒ Handling inspection, expediting and coordination with client/TPI at works as well as at sub-vendors places.</li><li>⇒ Preparing test certificates and documentation as per code and standards.</li></ul>			

### Declaration

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

**(Anil Kumar Koka)**