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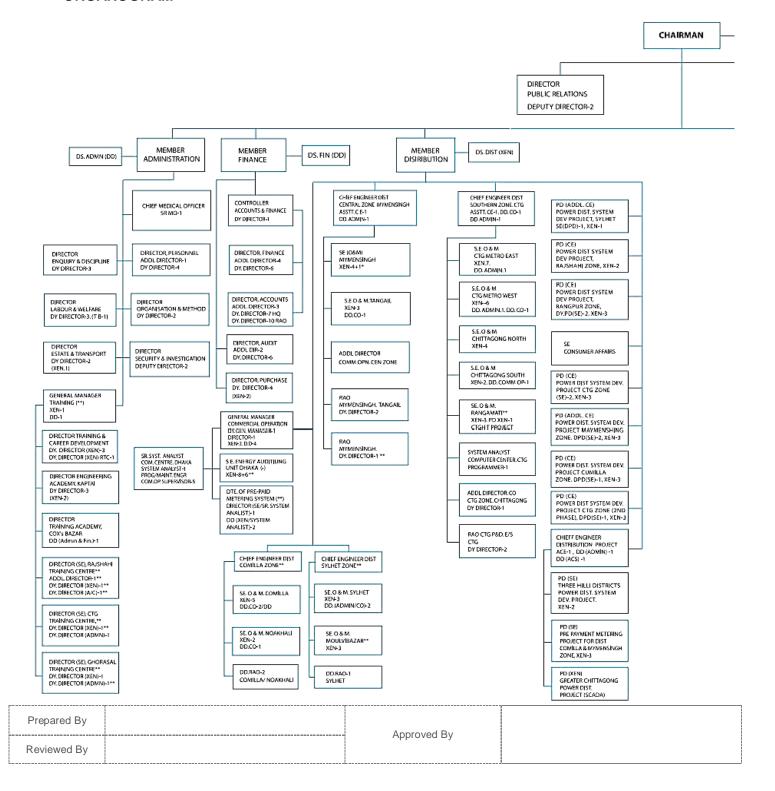
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ORGANOGRAM AND TEAM STRUCTURE

ORGANOGRAM





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ORGANOGRAM AND TEAM STRUCTURE

CHIEF STAFF OFFICER (SE) ADDI. DIR-1 DS. 3, (DS. LEGAL-1) DEPUTY DIRECTOR-1 MEMBER MEMBER DS CONFANY AFFAIRS DS GEN (XEN) PLANNING & DEVELOPMENT GENERATION DS.P.&D (XEN) COMPANY AFFAIRS ADDLICE DIAM CHITTAGONG PAS MANAGER-2 DY MANAGERAXEN-10 DD (ADMIN)-1/CC/-1 CHIFE ENGINEER COMPANY AFFAIRS (**) ACE-1, DD (ADMN.I-1 CE. GHORASAL P/S MANAGER-6 DM/XEN-39, C/C-3, DO-3, SMO-1 CHIFE ENGINEER GENERATION ACE-1.DD.ADMIN-1 CHIEF ENGINEER PLANNING & DESIGN ASSTT CE-1 DD, ADMIN-1 ADDL.CHIEF ENGINEER SERVICES. XEN-1.DD (ADMN)-1 DIRECTOR(5E)**
COAL POWER
GENERATION DTE
XEN-1 GHORASHAL 4TH UNIT RE-POWERING CORP. GHORASHAL 3RD UNIT RE-POWERING CCPP (***) MANAGER KAPTAI P/S DM/XEN-6 SR MO-1 MANAGER-2, XEN-5 MANAGER-1, XEN-2 DIRECTOR
PROJECT PLANNING
DY DIRECTORS-4
(XEN) MANAGER BHERAMARA P.S DY MANAGER, XEN-S DIRECTOR, CLEARANCE & MOVEMENT, CTG DY DIRECTOR-3 PD(ADDL.CE)** CTG & KHULNA 1300 MW COAL POWER PROJECT SE-2, XEN-2 MANAGER (SE) HATHAZARI 100 MW PPP XEN-2 MANAGER 40 MW PS BARISAL XEN-4 INCL BARISAL & BHOLA DPS DIRECTOR, ELECTRICAL EQUIPMENT DY DIRECTOR-6 XEN-2 DIRECTOR SYSTEM PLANNING DY DIRECTOR-4 (XEN) CHIEF ENGINEER PRIVATE GENERATION MANAGER TONGI 80 MW P/S XEN-3 MANAGER (SE) FARIDPUR 50 MW PPP XEW-2 MANAGER (SE) GOPALGANJ 100 MW PPP XEN - 2 (IPP/PPP)** ACE-1, DD IADMINI-1 SE, CENTRAL EQUIPMENT REPAIR SHOP: TONGI XEN-3 MANAGER (SE) CHANDPUR 150 MW CCPP DM-1, XEN-2 ADDLICE POWERSTN CONSTRUCTION A.C.E.-1 OIRSCTOR (**) IPP - I DD (XEN-2) DIRECTOR DESIGN & INSPHI DY DIRECTOR-4 (XEN) SE, SYSTEM
PROTECTION 8 TESTING
COMMISSIONING (**)
XEN-2 PD, COUVERSION OF SYLHET 150 MW G1PP TO 225 MW CCPP PROJECT, XEN-2 MANAGER (SE) SYLHET 150 MW CCPP, XEN-2 PD (5E). SHAHAJIBAZAR 100 M POWER STATION CONSTRUCTION PP PROJECT, XEN-1 DIRECTOR IPP - II OD -4 (XEN) -2 MANAGER BAGHABARI P/S XEN-3 MANAGER (SE) BERA 70 MW PPP XEN - 2 DIRECTOR(**) IPP - III XEN -1, DD - 1 LAND DEVELOPMENT & BOUNDARY WALL CONST. OF BPD6'S OWN LAND AT KERANIGANU PROJECT, PD (XENI-1. DIRECTORATE OF RENEWABLE ENERGY DEVELOPMENT XEN-2 DIRECTOR CIVIL WORKS XEN-5+1**+1** MANAGER (SE) DAUDKANDI SO MW PPR XEW-2 PD, SE COUVERSION OF BAGABARI 100 MW GTPP TO 150 MW CC PP PRUJECT, XEN-1 MANAGER SYLHET (90X2 MW) CCP XEN-3 (2^{NO} UNIT-2). PD (XEN) S MW SOLAR (PV) P/S PROJECT KAPTAI ADDLCE 210 MW SIDDIRGANJ P/S. MANAGER-2, DM-3 XEN-10, C/C-1, DD(ADMINI-1 DIRECTOR DESIGN & INSPECTION-3 XEN-3 MANAGER (SE) SANTAHER SO MW PPP, XEN+2 PD (SE) SAYEDPUR 150 MW SIMPLE CYCLE (HSD BASED) POWER STATION CONST. PROJECT DPD (XEN)-1, XEN-1 WATER QUALITY KHULNA PD (CE). BIBIYANA-II 400 MW CCPP PROJECT ADDL PD (SE)-1, XEN-3 PD (CE) KHULNA 330 MW DUEL FUEL CCPP PROJECT SE (DPD)-1, SE-1 XEN-2 MANAGER (SE) KATAKHLI 50 MW PPP, XEN-2 SHOLA 225 MW CCPP MANAGER-3 MANAGER-2 DM MANAGER-3, XEN-4 C/C-1, DD (ADMIN)-1 CE (***) SHIKALBAHA 225 MW MANAGER (SE) BAGHABARI SO MW PPP, XEN+2 PD (CE). BIBIYANA SOUTH 400+10% MW GAS BASED CCPP SE-2, XEN-4 PD ICEI GHORASAL 4TH UNIT RE-POWERING PROJECT MANAGER IOP & MAINTI-1 XEN-2 BARAPUKURIA COAL POWER STATION, MANAGER-4, DY MANAGER XEN-21, DO (ADMIN)-1, C/C-2 MANAGER SIKALBAHA P/S CTG DY MANAGER XEN-7, CC-1 MANAGER (***) CHAPAINAWABGONG 100 MW HFO BASED PP XEN-3 PDICE), GHORASAL 365 MW CCPP PROJECT MANAGERISEI-2, XEN-2 PD (ADDLCE) SHIKALBAHA 225 MW CCPP PROJECT SE-1, XEN-2 MANAGER SIKALBAHA 150 MW.P/S DY.MANAGER/ XEN-4 CE SHAHAZIBAZAR 330 MW CCPP MANAGER-2 XEN-5, DD (ADMN)-1 PD (CE). 400 MW CCPP CONSTRUCTION PROJECT CHATTAGRAM. DPD (SEI-1, XEN-3 PD ICEI. BARAPUKURIA 275 MW COAL POWER TP5E PROJECT (3^{NO} UNIT) SE-2, XEN-3 PD ICEI. RE-POWERING PROJECT OF GHORASAL (3⁴¹ UNIT) SE-2, XEN-3 CE (***) SYLHET 225MW CCPP MANAGER-2 DM-3, XEN-4. CE (***) RIBIANA-III 400 MW CCPP MANAGER-2 ACE, XEN-6, DD(ADMINI-1

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Reviewed By	дриочец Бу	



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ORGANOGRAM AND TEAM STRUCTURE

Team Members: Management Review Committee:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Job Description

Name : Mr. XXX

Job Title : Management Representative (MR)

Department & Section

Report To

Key Accountabilities/Responsibility:

Clause: Resources, roles, responsibility and Authority Requires that:

- To make liaison between Management Review Committee, Teams and employees and sharing the responsibility of teams.
- Develop management review agenda and guiding the discussions through the agenda.
- To ensure the allocation of resources to implement ISO 45001:2018standard
- Consolidation of relevant Information with the assist of concern team
- To assist OHSMS Review Committee to conduct any Hazard & Risk, incident and accident investigations and making corrective action
- To arrange and conduct training as a requirement of ISO 45001:2018 Standard
- To oversee the control of documentation and records and Implementation of the system
- To review of documents and records, forms and formats before implement at the factory
- To prepare Planning and to assist conducting of internal audits
- To monitor all the hazard, incident, accident including near miss are registered properly.
- To ensure follows up that corrective actions are implemented
- To assist OHSMS Committee on HIRA Analysis and inspect job site activities during particularly difficult or hazardous work situations;
- To assist OHSMS Committee to preparation and presentation accident, injury and ill health in the meetings:
- To ensure regular emergency response exercises and chemical spill drill including emergency evacuation drills is conducted to ensure the highest level of preparedness in any emergency. Maintains records of such drills.
- To providing recommendations for emergency response improvements;
- To supervises the regular inspection of emergency response equipment.
- To assist in developing and implementing field location emergency response procedures and evacuation plans

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- To ensure that operations employees, contractors and site visitors receive health & safety inductions for theatre operations;
- Any others duties required when necessary and report to ISO 45001:2018 Management Review Committee

	
Prepared By	Approved By

Team Members:

- 1.
- 2.
- 3.
- 4.
- 5.

Job Description

Job Title : OHSMS Documentation Development Team

Department & Section : All Department & Section

Report To : Management Representative (MR)

Location : _____

Key Accountabilities/Responsibility:

- a. Develop documents as per ISO 45001:2018.
- b. Review amendment documents if required.
- c. Communicate with advisory team and Management Representative (MR) and other relevant team.
- d. Communicate Management Representative (MR) and other relevant team.
- e. Carry out any other job assigned by the Management Representative (MR)

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internar Audit Team:

1.

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- 3.
- 4.
- 5.
- 6.

Job Description

Job Title : OHSMS Internal Audit Team
Department & Section : All Department & Section

Report To : Management Representative (MR)

Location : _____

Key Accountabilities/Responsibility:

- a. Prepare schedule when to perform the internal audit.
- b. Perform audit as per plan.
- c. Submit report including CAP to the MR and review committee.
- d. Conduct follow up audit.
- e. Review document on operational control and record.
- f. Communicate Management Representative (MR) and other relevant team.
- g. Carry out any other job assigned by the Management Representative (MR)

Reviewed By	Approved By

Team Members:

- 1.
- 2.
- 3.

Prepared By		
Reviewed By	Approved By	



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Job Description

Job Title : OHSMS Monitoring Team Department & Section : All Department & Section

Report To : Management Representative (MR)

Location : _____

Key Accountabilities/Responsibility:

- a. Develop checklist for monitoring.
- b. Prepare schedule when to perform the monitoring.
- c. Perform monitoring activities as schedule.
- d. Update progress to the review Committee.
- e. Communicate Management Representative (MR) and other relevant team.
- f. Carry out any other job assigned by the Management Representative (MR)

Reviewed By	Approved By

Team Members (Site Specific):

- 1.
- 2.
- 3.

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Reviewed By	Approved By	



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Job Description

Job Title : OHSMS Emergency Response Team

Department & Section : Site Specific

Report To : Management Representative (MR)

Location :

Key Accountabilities/Responsibility:

- a. Identify the emergencies.
- b. Develop procedures.
- c. Train the people.
- d. Develop action plan to response the emergencies
- e. Conduct chemical spill drill including fire drill.
- f. Help the victim of injury to take to hospital.
- g. Ensure logistics/PPE
- h. Develop communication materials.
- i. Ensure team members to respond to the emergencies.
- j. Communicate Management Representative (MR) and other relevant team.
- k. Carry out any other job assigned by the Management Representative (MR)

Reviewed By	Approved By

Team Members (Site Specific):

- 1.
- 2.
- 3.

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Reviewed By	Approved By	



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7.

Job Title : Risk Assessment Team
Department & Section : All Department & Section

Report To : Management Representative (MR)

Location : _____

Key Accountabilities/Responsibility:

- Conduct Site Specific HIRA and share that HIRA to MR as well as concern dept. head& workers.
- Implement the findings as per HAZARD/ RISK and control measures.
- Ensure legal requirements at floor/Process.
- Communicate Management Representative (MR) and other relevant team.
- Carry out any other job assigned by the Management Representative (MR)

Prepared By	Approved By

Team Members:

- 1.
- 2.
- 3.
- 4.

Prepared By	Approved By	
Reviewed By	Approved By	



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Job Description

Job Title : Training and Development Team

Department & Section : All Department & Section

Report To : Management Representative (MR)

Location : _____

Key Accountabilities/Responsibility:

- Prepare training plan for the workers as well as other employees
- Prepare training module on OHS and submit to MR for approval
- Conduct training as per schedule
- Ensure all employees received training on OHS
- Conduct training evaluation and analyzed for effectiveness of the OHS training
- Conduct refresher training for the RA Team and as well as for other teams.
- Communicate Management Representative (MR) and other relevant team.
- Carry out any other job assigned by the Management Representative (MR)

Prepared By	Approved B

Team Members (Site Specific):

- 1.
- 2.
- 3.
- 4.

Prepared By	A I D	
Reviewed By	Approved By	



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5. 6.

Job Description

Job Title : Incident Reporting and Recording Team

Department & Section : All Department & Section

Report To : Management Representative (MR)

Location : _____

Key Accountabilities/Responsibility:

- Conduct meeting regularly with concern dept./section head on injury and disease
- Conduct awareness on accident & injury and disease among workers
- Collect all incident data on injury and diseases
- Record the data on the injury and diseases
- Report to MR on the injury and diseases
- Write the collected data on the display board for view.
- Communicate Management Representative (MR) and other relevant team.
- Carry out any other job assigned by the Management Representative (MR)

Prepared By	Approved By

Prepared By	Approved By	
Reviewed By	дриочец ву	