



C.A.R. Consulting Group  
Global Marine and Automotive Consultants and Surveyors

# JOB & TASKS DESCRIPTION

## PRINCIPAL SURVEYOR

(SINGLE OPERATIONAL LOCATION)

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*Follow company's values & behaviours*

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- Prepare inspection planning to allow surveyors to perform their service tasks :
  - Clearly indicate work locations and timing;
  - Provide necessary inspection documentation: don't forget about the OEM standard **updates**;
  - Make sure the documentation is well understood by the surveyors: **test regularly** their knowledge;
  - Organize terminal access;
  - Manage and keep working hours for accounting purposes;
- Monitor/follow up proper execution of a clear planning schedule (use white boards, etc);
- Make sure all surveyors are on time;
- Make sure all surveyors are properly dressed (e.g. clean hi-vis uniform, no sharp/metal objects);
- Make sure surveyors are properly trained as per customer requirements;
- Make sure inspections are transmitted:
  - CARPOD data uploaded or sent to Consultant in copy to Head Consultant as per Reporting Procedure **upon completion**;
  - Other reports such as Supervisions, H&H, Measurements, Audits as per Reporting Procedure **upon completion**;
  - Any additional information that may help the reporting process such as large damages;
- Check in CARLOGICS Vehicles/Reporting/Inspection list the damage rates of your reports;
- **Check the Accuracy** of the Inspection Reports with high damage rates (or low if PL):
  - Correct any Reporting Inaccuracies with consultant and surveyors
  - Correct any Classification Inaccuracies with consultant and surveyors
- Keep an operational overview per survey and supervision services **updated at all times**;
- Keep contact with Customer on operational level.