



PROGRAM DESCRIPTION

PD CODE : GIP/05//06/02/05

AND

Revision : 1

SYLLABUS

Issue date : 1st April 2024

Directorate : Downstream
Department : Quality and Inspection
Communication line reports : Quality and Inspection team
Program Duration : 6 Months

Quality and Inspection Internship

Signatures:

26/24
13

Role & Name:

Revised by:
Manager - Quality &
Inspection
G. Gonçalves
Instrumentation &
Calibration Officer
X. Rosario

Checked by:
CoM Officer
G. Barreto

Acknowledged by:
DS Director
Z. Moniz

Approved by:
President of ANP
G. da Silva

A. INSTRUMENTAION AND CALIBRATION

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023, of 6th September, 3rd amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law and Maritime Boundary Treaty.

The ANP is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

As a public institution ANP runs several programs to provide assistance for Timorese - National in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to them to real work practice and work life to be a professional employees in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

2. KEY OBJECTIVE

- 2.1. To introduce to the intern the real work practice falls in a Downstream Inspection specifically in the area of inspection, verification and calibration of metering devices at the Downstream Petroleum Activity Infrastructure;
- 2.2. To gain knowledge in a process of verification, testing and calibration of metering devices in a downstream petroleum activity infrastructure in accordance with technical rules, specifications and other legal framework in order to support his/her future career.
- 2.3. To be knowledgeable of the nature of work in oil and gas industry
- 2.4. To be sufficiently proficient in English language skills for oil and gas industry

Handwritten signature in blue ink, possibly reading "M. Kar" followed by a flourish.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 The Intern must maintain the presence in the office within working hours during the program period;
- 3.2 Learn the Inspection and Calibration process based on technical rules and applicable law;
- 3.3 Learn the Downstream Project approval process particularly in the area of Fuel Filing Station activity;
- 3.4 Learn and involve in review of the Fuel Filing Station project documents submitted by the downstream operators and provide feedback to the Directorate;
- 3.5 Learn and involve in the Liquid Fuel Dispensers Verification and Calibration program planned by Quality and Inspection Department;
- 3.6 Learn to establish and update the inventory data Liquid Fuel Dispensers Verification and Calibration program;
- 3.7 Learn to provide other Inspection work related to the Downstream Project approval and licensing process;
- 3.8 Learn and involve in verification of importation petroleum product document;
- 3.9 Others lessons related materials as assigned supervisor(s) of downstream team.

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor Leste National;
- 4.2 Bachelor degree in electrical, mechanical or electromechanical engineer;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to communicate or understand in English (written and verbal);
- 4.5 Able to use Microsoft Office

B. QUALITY ASSURANCE AND CONTROL

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023, of 6th September, 3rd amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law and Maritime Boundary Treaty.

m. xdr

The ANP is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

As a public institution ANP runs several programs to provide assistance for Timorese National in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to them to real work practice and work life to be a professional employee in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

4. KEY OBJECTIVE

- 2.1 To introduce to the intern the real work practice falls in a Downstream Inspection specifically in the area of inspection, monitor and regulate all distribution of petroleum activities as to guarantee satisfactory supply levels of petroleum products to consumers.
- 2.2 To gain knowledge in a process of inspection for petroleum product sampling and testing from terminal and retail stations according to Petroleum Products Specification Regulation and legal framework in order to support his/her future career.
- 2.3 To be knowledgeable of the nature of work in oil and gas industry
- 2.4. To be sufficiently proficient in English language skills for oil and gas industry.

5. PRINCIPAL ACCOUNTABILITY

- 3.1 The Intern must maintain the presence in the office within working hours during the program period.
- 3.2 Learn the inspection and quality assurance process based on technical rules and applicable law.
- 3.3 Learn on how to prepare sampling schedule and draw samples from retail outlets package and dispatch samples to the testing laboratory with minimum delay according to the schedule.
- 3.4 Learn how to procure fuel sampling tools and assist in maintaining and updating all sampling system and procedures.
- 3.5 Learn how to assess the report of the third party's laboratory results and recommend necessary follow up action to the management.
- 3.6 To have an understanding of chemistry and HSE aspect of petroleum products as well as to maintain knowledge of the downstream petroleum products specifications.
- 3.7 Learn and involve in the Liquid Fuel Dispensers Verification and Calibration program planned by Quality and Inspection Department.

m xdr by

- 3.8 Learn to provide other Inspection work related to the Downstream Project approval and licensing process.
- 3.9 Learn and involve in verification of importation Petroleum Product document.
- 3.10 Others lessons related materials as assigned supervisor(s) of downstream team.

6. **QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES**

- 4.1 Must be Timor Leste National;
- 4.2 Bachelor's degree in chemistry, Industry or Petroleum Engineer;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to communicate or understand in English (written and verbal);
- 4.5 Able to use Microsoft Office

m xdr/gj