

14th November 2022

To whom it may concern.

Mr. **Richard kombea** was employed as a **QA/QC Engineer** with the External Operations Department since **5th March 2021**.

During his term of service as a QA/QC Engineer with the company he carried out the following responsibilities;

1. Daily statistical data entry –timely, accurate, and checked/ verified Reporting.
2. Submit required reporting completed as per requirements eg Timesheets, Fatigue Reports, BBO,
3. Daily monitoring of equipment and operator manning as per the daily work plan.
4. Estimating and Quoting Projects.
5. Managing Timelines and Programming of Works.
6. Monitoring Quality Assurance and Quality Controls.
7. Job Safety/Environmental Analysis.
8. Conduct Toolbox meetings.

Mr. **Richard Kombea** has work experience in the construction environment as a QA/QC Engineer and has a fair knowledge of Safety Risk Assessment (Zero 3|HazID|BBO|JSEA|OCCC |FCCC).

I would happily re-employ **Richard** as I consider him to be a valuable member of the team, who consistently achieved good results and delivers all expectations.

Please do not hesitate to contact me should you require further information.

Yours faithfully,



Nicholas Matson
External Operations Manager

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