



## PROJECT MANAGER TANK INSPECTION PROGRAM WESTERN UNITED STATES

This inspection program is to inspect bulk jet fuel storage tanks located across the continental U.S. at military air fields. Nova Data Testing will be a subcontractor involved with the inspection and testing of these storage tanks. Our main client will co-ordinate the tank cleaning and the requirements for the confined space entry to include certifying the tank's atmosphere is within OSHA guidelines for entry.

The inspections are mostly out of service API 653 inspections. This includes a visual walk through by a certified API 653 which would require most of one day. It also calls for the NDT of the tank using Ultrasonics, Coating Thickness, MFL tank floor scanning and some UT prove up on the floor if required as well as a general visual from the NDT lead inspector. The lead NDT inspector will be the project manager as well as the senior technician and will interface with both the customer and the contracted API inspector.

### **The positional requirements for the Project Manager on this project are detailed as followed:**

1. Co-ordinate with the client's representative the schedule for the out of service inspections. The project manager will ensure that Nova Data Testing personnel arrive and depart according to the agreed schedule.
2. Locate and contract local API 653 inspectors with the necessary qualifications to perform the 653 inspection. By utilizing nearby personnel, the API inspection costs can be reduced.
3. Conduct the NDT portion of the tank inspection project insuring that the manpower and equipment are available to conduct the project efficiently and within the allotted budget.
4. Help to develop more NDT business for tank inspections as well as other types of NDT inspections by working with Nova Data's sales and marketing resources. Nova Data Testing's present customers also



have plants and facilities on the West Coast and these contacts can be used to gain additional business.

5. Continue to pursue through our client as well as other contractors for more bulk fuel tank facilities located on U.S. military bases in the West.
6. The project manager will be responsible for all client charge sheets, reporting payroll information for any other technicians or assistants used in the field, verifying the API 653's billed hours, expense reports and other details as may be required for profit and loss verifications for each project.
7. The project manager is responsible for forwarding all reports in a timely manner to the Florida office. These reports will be in the format requested by the client
8. The project manager will also be responsible for the maintenance and upkeep of all vehicles and equipment used in performing these inspections. This includes insuring that all equipment has the proper calibrations.
9. The project manager will be responsible for hiring, training and supervising any new employees that may be required to conduct these inspections. This responsibility will follow all of Nova Data Testing Inc.'s guidelines
10. During the initial set-up, the project manager may be required to assist on some inspections located on the East coast. This will allow for a better understanding of our policies and procedures as well as familiarizing our team with the West coast project manager duties and responsibilities.
11. The project manager will follow all procedures and systems as discussed in the Employee Handbook.
12. The project manager will be asked to sign a no compete agreement that will include the customers that will be serviced through this extended project as well as any new customers developed over the course of their employment. The details are to be discussed at a later date.

The positional requirements are not limited to the ones detailed, but will be adjusted to accommodate any new business opportunities.

**Nova Data Testing will provide the necessary support to accomplish this extensive project. That support will include, but is not limited to:**



1. All necessary equipment to include a MFL floor scanner, U.T. machines and probes, vacuum boxes, power and air tools as needed and consumable supplies will be provided either through purchase, lease or rental. A laptop computer and digital camera will also be supplied
2. The project manager will have a company vehicle which will be of appropriate size and configuration to handle both equipment and personnel. The manager will also have a small operating account and company credit card for travel and incidental expenses.
3. Nova Data Testing will provide sales and marketing support from the main office in Florida. This will consist of developing customer leads through phone, web, mail, as well as direct site visits from our East Coast Staff.
4. Nova Data Testing will send out all billing, compute and distribute payroll, audit expenses and pay all creditors from our Florida office.
5. All final reports including those generated by the API certified 653 inspectors will be reviewed by and sent from the Florida office.
6. The Florida office will coordinate any additional needs such as manpower, equipment or other technical support as required to accomplish the job.
7. The Florida office will produce a budget detailing the expected revenues and associated costs for the tank inspection project. This budget will be developed with help from the West Coast project manager.

### **Compensation Plan:**

In general the compensation plan for the project manager will be an annual salary paid on a bi-weekly basis. There will also be a quarterly bonus based on profitability of the projects undertaken. For the first full year (2009), the quarterly bonuses will be a fixed amount and not dependent on any profitability calculations. The schedule and amounts for this compensation will be discussed at a later date. The amount of salary and bonus compensation will remain confidential between the company and the project manager.

The time frame for this agreement is to be one year. After that period the bonus and compensation package will be reviewed and adjusted based on the success and profitability of this endeavor.

Again this is only a proposal and Nova Data Testing reserves the right to amend the details as may be required before any agreement is made between Nova Data Testing and the West Coast Project Manager.

