

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD 0066
	ACTIVITY PROFILE: DRAUGHTSPERSON	REVISION No. 00
		WRITTEN BY C.Z.
		APPROVED AND DATED 02/05/2014

1.0 SCOPE

All functions, duties and responsibilities of the **Draughtsperson**.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Draughtsperson

4.0 DEPARTMENT

Engineering Department.

5.0 RESPONSIBLE TO

Reports to the Engineering Manager, High Voltage Equipment.

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- N6 Electrical/Mechanical trade
- Relevant Draughting qualification/ certificate
- 5 years' experience in a draughting environment, in a technical environment.
- Minimum 2 years practical experience in a Production / Manufacturing environment.

8.0 EXPERIENCE/COMPETENCIES

- Detailed knowledge of Autodesk products (AutoCAD, Inventor and Vault)
- Ability to draw basic concept drawings from brief instructions and descriptions, as well as have the skills and ability to do detailed CAD, Inventor, etc manufacturing drawings for submission, approval and manufacturing purposes.
- Good understanding of electrical power systems
- Good understanding of high voltage equipment
- High level of computer literacy
- Ability to interact and communicate at all levels, incl. shop floor, customers, sales personnel and management.
- Able to organize, plan and monitor all aspects of the work.

9.0 AUTHORITY

- Oversee that deadlines for drawing submissions are met and with the correct information pertaining to the specific project.
- Maintain drawing register and drawing library.

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11.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Draw basic concept drawings from brief instructions and descriptions with CAD/ Inventor
- Prepare and issue accurate and comprehensive workshop drawings for the purpose of production/fabrication and site installations where applicable
- Prepare and maintain bills of materials and their representative 2D/3D assemblies.
- Create 3D parts and 2D part drawings to meet supplier and regulatory requirements.
- Co-ordination of drawing activities with the Sales, Contracts and Production departments, where applicable.
- Oversee all activities pertaining to the approved product drawings, including long lead time items and co-ordination thereof.
- Attendance of and participation in site meetings and design workshops, as may be required from time to time.
- Undertaking detailed, accurate and complete site surveys, where required.
- Actively participate in product development activities.

12.0 SHERQ MANAGEMENT (ISO9001, ISO14001, OHSAS18001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by:

Authorised by:

S. Duma