

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD124
	ACTIVITY PROFILE: Supervisor	REVISION No. 02
		WRITTEN BY: SK/CZ
		APPROVED AND DATED 03/03/2025

1.0 SCOPE

To perform all functions, duties, and responsibilities of the **Site Supervisor**.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Supervisor

4.0 DEPARTMENT

Service Department

5.0 RESPONSIBLE TO

General Manager – Site Services

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS/EXPERIENCE REQUISITES (MIN)

- Diploma in Electrical/Mechanical Engineering/N6 Electrical/Mechanical Engineering
- General and Health and Safety Course
- Legal Liability
- OHS Act and Regulations course (latest Version of the Act and regulations)
- Incident Investigation and Root Cause Analysis Technique Training
- Hazard Identification and Risk Assessment
- Job Observations Training
- An accredited supervisor safety course, plus.
- High Voltage Operating Regulations
- Equipotential Earthing Zone
- Five years' experience in Construction Supervision.
- Electrical knowledge and experience will be an advantage.

8.0 AUTHORITY

- To sign ITP's, Site Instructions, Logbook, Checklist and Handover Certificates.

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Report directly to the Project Co-ordinator / Construction Manager.
- To adhere to Company rules and Regulations (Disciplinary Act)
- To perform all tasks according to Actom HVE policies and procedures, Client Specifications, Occupational Health and Safety Act and Regulations.
- Ensure that SHEQ files are in place prior to commencing any work.
- Sign on receipt and return of Job or works file for the task to be performed on-site and complete front sheet.
- Make sure that all materials needed for the site are packed and loaded correctly.
- Notify Project Co-ordinator regarding the purchasing of any materials or consumables.
- Arrange with the Client site supervisor for site access.
- Ensure team has all tools and equipment necessary for site. Also, that all tools and test equipment have valid calibration certificates.
- Arrange with individual team members specific tasks to be done on site.
- Ensure that all workers abide with the stipulated working hours and enforce disciplinary procedures when necessary.
- Interact with customers on site.
- Compile failure reports and submit to the Project Co-ordinator.
- Ensure vehicle is serviced on the predetermined service intervals.
- Compile NCR report and submit to Project Co-ordinator and SHEQ Officer.
- Take permit and ensure area is safe to work.

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- Conduct toolbox talks with team members.
- Complete necessary Risk analyses.
- Responsible for all team safety. (Ensure that all minimum PPE requirements are used).
- Responsible that all work done is done according to OEM manuals or company procedures. (Supervisors to ensure that he has all relevant documents)
- Responsible for all Quality and complete all relevant checklists and documents.
- Responsible for the presence and upkeep of his own Safety File in conjunction with QA inspector.
- Responsible to report all accidents and injuries immediately to Service Manager.
- Hand over any equipment erected to customer.
- Ensure job file is updated and returned to Manager after completion of work.
- Ensure Test reports are compiled and forwarded to Project Co-ordinator for approval.
- Ensure change of scopes are signed by customer and submitted to the manager for Compensations to be created.
- Ensure that SHEQ files are in place prior commencing any work.

Weekly

- Submit all team time sheets electronically by 9h00 on Fridays to Project Co-ordinators.
- Report all progress **daily** to the General Manager / Project Co-ordinator.
- Submit mileages for all vehicles on his site on timesheets by 9h00 on Fridays.
- Submit copies of Daily Diary every Friday by 9h00 on Friday.
- Report all abnormalities on site. Via Non-conformance or SHEQ incident reports to Project Co-ordinator and SHEQ Officer.
- Submitting Expenses to Senior Service Manager.

Monthly

- Ensure hand tool lists are checked and lists updated.
- Ensure all electrical tools and test equipment is checked and lists updated.
- Submit vehicle checklist to Logistics Manager. (First Friday each Month)
- Notify status of Vehicle Licenses and Permits, Fire Extinguishers and First Aid box.
- Make himself available for quality and safety Meeting monthly on discretion of the Manager.

10. SHERQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- 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 around documentation control.
- Participate in SHEQ inspections and investigations.

Accepted by:

Authorised by: