ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD177
	ACTIVITY PROFILE: INSTRUMENTATION TECHNICIAN	REVISION No. 01
		WRITTEN BY LS/SK/KJ
		APPROVED AND DATED 14/07/2026

1. **SCOPE**

All functions, duties and responsibilities of the **Instrumentation Technician**

2. **PURPOSE**

Responsible for installing, maintaining, calibrating, troubleshooting, and repairing instruments and control systems used in industrial processes. These systems help monitor and control variables such as pressure, temperature, flow, level, and humidity.

3. **POSITION**

Instrumentation Technician

4. **DEPARTMENT**

Maintenance

5. **RESPONSIBLE TO**

Maintenance Supervisor

6. **ORGANOGRAM**

Yes

7. **QUALIFICATIONS & EXPERIENCE**

- National Diploma N6 in Process Instrumentation (Degree in Instrumentation Engineering is advantageous)
- Trade Test Red Seal) in Instrumentation
- Basic electrical fault-finding
- HMI/SCADA systems
- PLC and automation calibration training

8. **EXPERIENCE REQUISITES (MIN)**

- Knowledge of industrial instrumentation and process control.
- Understanding of PLCs, DCS, SCADA, and HMI systems.
- Ability to use calibration and diagnostic equipment.
- Strong troubleshooting and problem-solving skills.
- Knowledge of electrical and electronic systems.
- Good communication and teamwork skills.

- Ability to work independently and under pressure.
- Experience in industrial maintenance is often preferred.
- Knowledge of relevant health and safety regulations.

9. **AUTHORITY**

- To stop a production line or override an automated process if they detect a faulty sensor that could lead to equipment damage.

10. **KEY PERFORMANCE INDICATORS (KPIs)**

- Install, test, and commission instrumentation and control equipment.
- Perform preventive and corrective maintenance on instruments.
- Calibrate measuring devices such as pressure, temperature, flow, and level transmitters.
- Troubleshoot and repair faults in electrical, electronic, pneumatic, and hydraulic control systems.
- Read and interpret P&IDs (Piping and Instrumentation Diagrams), wiring diagrams, and technical manuals.
- Maintain PLC, DCS, and SCADA systems where applicable.
- Record maintenance activities and prepare service reports.
- Ensure compliance with safety standards, environmental regulations, and company procedures.
- Work with engineers and production teams to improve system reliability and efficiency.
- Assist during plant shutdowns, inspections, and commissioning activities.

11. **SHEQ MANAGEMENT (ISO9001, ISO14001, ISO45001)**

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

Accepted by: Approved by: Authorised by:

Employee Dept. Manager/Supervisor Divisional CEO