ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No: JD178
	ACTIVITY PROFILE: FITTER AND TURNER	REVISION No: 00
		WRITTEN BY: KJ
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1.0 SCOPE

All functions and duties of a **Fitter and Turner**

2.0 PURPOSE

The Fitter and Turner is responsible for manufacturing, repairing, assembling, fitting, and maintaining mechanical components and equipment to ensure the reliable operation of plant machinery. The incumbent uses precision measuring instruments and machine tools such as lathes, milling machines, drilling machines, and grinders to fabricate and refurbish parts to required tolerances. The role supports breakdown maintenance, planned maintenance, equipment improvement initiatives, and continuous reliability improvement within the maintenance function.

3.0 POSITION

Fitter and Turner

4.0 DEPARTMENT

Maintenance Department

5.0 RESPONSIBLE TO

Maintenance Supervisor

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- Matric / Grade 12 Certificate. Professional registration with a recognised accounting body an advantage
- Qualified Trade Test Certificate: Fitter and Turner (Red Seal
- N4 - N6 Mechanical Engineering qualification will be an added advantage.

8.0 EXPERIENCE REQUISITES (MIN)

- Experience operating conventional and/or CNC lathes, milling machines, drilling machines, grinders, and other workshop equipment.
- Ability to read and interpret engineering drawings, technical specifications, and tolerances.
- Experience in precision machining, fabrication, fitting, and assembly of mechanical components.
- Knowledge of mechanical maintenance practices, bearings, shafts, pumps, gearboxes, and alignment techniques.
- Competent in the use of precision measuring instruments such as micrometres, verniers, dial indicators, and gauges.
- Experience in breakdown maintenance, fault finding, and component refurbishment.
- Knowledge of SHEQ requirements and safe workshop practices.
- Computer literacy and maintenance reporting experience will be an added advantage.
- Minimum 3 to 5 years' experience in a manufacturing, production, or maintenance environment.

9.0 AUTHORITY

- Sign off on manufactured and refurbished components before installation.

10. KEY PERFORMANCE INDICATORS

- Manufacture, machine, and refurbish mechanical components according to engineering drawings and specifications.
- Operate and maintain workshop machinery, including lathes, milling machines, drilling machines, grinders, and other machining equipment.
- Measure and inspect machined components using precision measuring instruments to ensure compliance with specified tolerances.
- Assemble, fit, and install shafts, bearings, gears, couplings, pumps, and other mechanical equipment.
- Attend to breakdowns and perform corrective maintenance to minimize equipment downtime.
- Execute preventative and predictive maintenance activities in accordance with maintenance schedules.
- Diagnose mechanical failures and participate in Root Cause Analysis (RCA) investigations.
- Refurbish worn or damaged spare parts to improve equipment availability and reduce replacement costs.
- Interpret engineering drawings, technical specifications, and manufacturing instructions accurately.
- Maintain workshop equipment, tools, and work areas in a safe and organized condition.
- Complete maintenance records, job cards, inspection reports, and machining documentation accurately.
- Support continuous improvement initiatives to improve equipment reliability, efficiency, and maintainability.
- Ensure compliance with SHEQ requirements, company procedures, and safe working practices.
- Support plant shutdowns, projects, equipment installations, and commissioning activities as required.
- Achieve production, quality, and maintenance targets while maintaining high workmanship standards.

11. SHERQ 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