

Business Unit Head Office	SUBJECT	DOCUMENT No. 1
	ACTIVITY PROFILE: Laboratory Analyst	REVISION No. 00
		WRITTEN BY: PS
		APPROVED AND DATED: 2026/03/16

1.0 SCOPE

Covers all functions, duties and responsibilities related to the Laboratory Analyst role within the Quality Department.

2.0 PURPOSE

To perform accurate laboratory testing, analysis, and verification of materials used in manufacturing, including transformer oil, insulation/cellulose materials, and metal/core steel components, to ensure compliance with internal specifications, international standards, and customer requirements. The Laboratory Analyst supports the Quality Assurance & Laboratory function by providing reliable test results, maintaining laboratory equipment and procedures, and ensuring data integrity to enable informed quality and production decisions, reduce product risk, and support continuous improvement in manufacturing quality performance.

3.0 POSITION

Laboratory Analyst

4.0 DEPARTMENT

Laboratory

5.0 REPORTS TO THE

Quality Assurance & Laboratory Manager

6.0 ORGANOGRAM

As per the approved company organogram.

7.0 AUTHORITY

- Perform laboratory testing, analysis, and verification of materials in accordance with approved procedures, specifications, and test methods.
- Accept or reject samples submitted for testing based on defined laboratory acceptance criteria, including sample condition, identification, completeness, and compliance with submission requirements.
- Raise non-conformance reports (NCRs) for any laboratory-related quality deviations, testing failures, procedural non-compliance, or equipment-related issues identified during testing activities.
- Record, validate, and report laboratory test results in accordance with approved systems and procedures, ensuring accuracy, traceability, and data integrity.
- Report all abnormal, atypical, or out-of-specification test results immediately to the Quality Assurance & Laboratory Manager for further investigation and disposition.
- Place laboratory testing activities on hold where equipment malfunction, calibration expiry, safety risk, or procedural non-compliance is identified.
- Ensure proper handling, storage, and disposal of samples in accordance with laboratory safety and quality requirements.

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- Participate in investigations by providing technical data, test results, and analytical input related to quality deviations or product non-conformances.
- Recommend corrective actions related to laboratory processes, equipment performance, or testing methodology where applicable.

8.0 RESPONSIBILITIES/ACCOUNTABILITIES

Laboratory Testing and Analysis

- Perform routine and non-routine laboratory testing on transformer oil in accordance with approved methods, standards, and procedures.
- Conduct moisture content analysis and Degree of Polymerization (DP) testing on cellulose insulation materials.
- Perform testing and analysis on transformer steel, copper, and aluminium materials to verify compliance with specifications.
- Execute additional laboratory testing as requested by the Laboratory Manager or Quality Assurance requirements.
- Ensure all testing activities are performed accurately, consistently, and within defined turnaround times.
- Prepare, record, and verify laboratory test results prior to reporting or release.
- Compile and issue laboratory test reports in accordance with approved reporting formats and procedures.
- Maintain full traceability and integrity of all test data and laboratory records.
- Prepare, label, and manage samples for external/subcontracted laboratory testing where required.
- Coordinate and monitor subcontracted laboratory services to ensure timely and accurate delivery of results.
- Ensure proper handling, storage, and preservation of samples to prevent contamination or degradation.
- Perform routine maintenance, calibration verification, and performance checks on laboratory instruments and equipment.
- Assist with the development, verification, and validation of laboratory test methods.
- Identify and report equipment malfunctions or calibration deviations and support corrective actions.
- Participate in inter-laboratory and intra-laboratory comparison and proficiency testing programmes.
- Support investigations into quality deviations by providing technical analysis and test data.
- Contribute to continuous improvement initiatives within laboratory processes and testing methods.
- Perform monthly stock checks of laboratory chemicals, gases, and consumables.
- Order required laboratory stock and follow up on delivery status in line with approved procedures.
- Maintain good laboratory housekeeping in compliance with safety, quality, and 5S standards.

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Quality Management System

- Monitor and analyse monthly quality control data and laboratory performance trends to identify deviations, risks, and opportunities for improvement.
- Review and interpret quality control charts and statistical process data to detect abnormalities, process variation, and non-conformances.
- Support and maintain compliance with ISO 9001 Quality Management System requirements and ISO/IEC 17025 laboratory accreditation standards.
- Participate in internal and external audits, ensuring accurate presentation of laboratory records, test data, and compliance evidence.
- Participate in proficiency testing, inter-laboratory comparisons, and validation exercises to ensure laboratory competency and accuracy of results.
- Support the implementation and closure of corrective and preventive actions (CAPAs) arising from audits, non-conformances, and process deviations.
- Contribute to continuous improvement initiatives within the laboratory and broader quality system through data-driven analysis and recommendations.
- Adhere to all applicable Safety, Health, and Environmental (SHE) requirements and laboratory safety procedures in all activities.

9.0 Qualifications & Experience

- National Diploma Analytical Chemistry (essential)
- Working knowledge of ISO/IEC 17025 laboratory standards is essential.
- Minimum 3 years' experience in a laboratory or technical testing environment within a manufacturing, engineering, or quality-driven industry.
- Experience in chemical and/or materials testing, preferably including transformer oil, insulation materials, or metallic components.

Authorised by:

Accepted by:

Name: Paballo Senyolo

Name: David Humphris

Designation: 2026/06/29

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