



Your One-Stop Global Energy Supply Partner



## POWER TRANSFORMERS

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### ACTIVITY PROFILE – SITE SERVICES Test Technician

**1. POSITION**

1.1 Site Test Technician

**2. DEPARTMENT**

2.1 Site Services Department

**3. WORKPLACE**

- 3.1 Permanent facilities: ACTOM Power Transformers, Wadeville and Pretoria
- 3.2 Test bays Wadeville and Pretoria
- 3.3 APT's customer's sites – South Africa and abroad

**4. RESPONSIBLE TO**

4.1 Site Services Manager

**5. EXPERIENCE REQUIRED**

5.1 The equivalent of 15 years in the heavy current electrical industry with at least 10 years in the transformer field testing and experience in transformer routine and type tests

**6. QUALIFICATION REQUIREMENTS**

6.1 N. Dipl Elec Eng or equivalent experience – Heavy current

**7. COMPETENCE**

- 7.1 Must be competent in all test methods both from the applicable IEC standards and internally developed methods
- 7.2 Must be competent in the requirements of ISO/IEC 17025 latest version of the standard

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### 8. Customer Site Testing

- 8.1 Perform tests setups
- 8.2 Perform insulation resistance
- 8.3 Perform impulse testing and report generation
- 8.4 Perform ratio tests
- 8.5 Perform Insulation resistance (Meggar) tests
- 8.6 Perform secondary wiring electrical/continuity test
- 8.7 Perform measurement of no-load loss and current
- 8.8 Perform measurement of full load loss and short circuit impedance
- 8.9 Perform applied voltage test
- 8.10 Perform induced voltage test with measurement of PD
- 8.11 Perform verification of built-in CT's
- 8.12 Perform sweep frequency response analysis (SFRA)
- 8.13 Take oil samples before, during and after testing or as and when it is required
- 8.14 Halt test activities if there are uncertainties about the validity of test results

### 9. RESPONSIBILITIES

#### MANAGEMENT SYSTEM

- 9.1 Comply with the Company's Quality, Environment, Health and Safety as defined in the SHEQ Manual, Management Procedures, Processes and Operating Instructions as applicable to the Test Bay and Site testing
- 9.2 Identification of deviations from the procedures for performing site test activities
- 9.3 Reporting to Site Services Management on the performance of the Site Services Testing and any need for improvement
- 9.4 Contribute to and take part in Performance Improvement Requests for non-conformances and audits

#### INSPECTION

- 9.5 Inspect test items prior to commencing with test activities
- 9.6 Conduct regular inspections on test instruments to ensure their condition and functionality
- 9.7 Keep Track of calibration certification expiry date of test equipment and ensure timeously bookings of equipment calibration

#### TEST

- 9.8 Perform test activities per the Test bay's ISO/IEC 17025 (latest version) Scope of accreditation, IEC 60076 Series and APT's SANS 9001 (latest version) certification
- 9.9 Carry out consistent and reliable test outcomes, including any professional judgements against general criteria
- 9.10 Perform testing in accordance with the specifications
- 9.11 To adhere and accurately complete QF435 ( Hand Over Certificate)
- 9.12 To use the approved test procedures and associated test and measuring equipment
- 9.13 To record all test bay activities in accordance with test bay procedures



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- 9.14 Conduct site testing and commissioning
- 9.15 Supervision of trainee test technicians while performing testing activities
- 9.16 Participate and carry out necessary activities as directed during development, modification, verification and validation of methods
- 9.17 Report to test bay management and deviation necessary from the specification
- 9.18 Perform tasks in accordance with established methods and procedures
- 9.19 Verify results against the requirements
- 9.20 Compile Factory Acceptance Test reports in accordance with QF400, 401, 402 & 403
- 9.21 Support to develop and implement best practice method statement and operating instructions pertaining to site testing of transformers
- 9.22 Familiarise and learn all components related to the Actom Power Transformers remote online monitoring offering – Temperature devices for example: B100, Messko, EPT202 etc. Doble DGA online monitoring, communication devices like GSM modem etc. Online Partial Discharge Monitoring

### **GENERAL**

- 9.23 Liaison with various customers during customer tests on-site
- 9.24 To meet the requirements of the Site Services Project Scedua and to adhere to this as closely as possible
- 9.25 To promote good relationships within the work force and ensure that industrial relationships are in accordance with legal requirements as well as Company policy

### **HUMAN RESOURCES MANAGEMENT**

- 9.26 Comply with the Company's Employment Equity and Skills Development Programs

### **ENVIRONMENTAL**

- 9.27 To comply with the requirements of SANS 14001 (latest version) and the Company Management System as defined in the Management Procedure, Processes and Operating Instructions as applicable to the Test Bay

### **OCCUPATIONAL HEALTH AND SAFETY**

- 9.28 To comply with the requirements of ISO 45001 (latest version) and the Company Management System as defined in the Management Procedures, Processes and Operating Instructions as applicable to the Test Bay
- 9.29 Works and acts safely at all times, ensures that he/she is trained for the task and accepts personal responsibility for preventing and reporting practices which could endanger himself/herself and other
- 9.30 Comply with specific health and safety requirements relevant to the workplace or customer site

### **ASSET MANAGEMENT**



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- 9.31 Responsible for maintenance and servicing test equipment and test bay test instruments
- 9.32 Responsible for safeguarding test instruments during and after use while traveling to and from sites and at accommodation

### LEGAL AND REGULATORY

- 9.33 Adhere to the Actom Power Transformers Non-disclosure & Confidentiality agreement, QF 423

## 10. TECHNICAL ABILITY

- 10.1 Valid SA Drives license (Code 08) capable to tow braked trailer
- 10.2 Computer literate
- 10.3 Acquires reasonable competency in new techniques
- 10.4 Accurately execute tests, often through precise use of specialist equipment
- 10.5 Accurately recording facts and or details in the workplace
- 10.6 Problem solving

## 11. PERSON ABILITY

- 11.1 Able body / mobility to execute physical tests which might include strenuous physical work
- 11.2 No phobias for confined spaces or working at heights within the normal safety parameters
- 11.3 Ability to drive / travel (>100km/day)
- 11.4 Adequate hearing, vision, depth of perception and fine motor skills
- 11.5 Able to speak and write English
- 11.6 Ability to complete work within agreed times and deadlines
- 11.7 Ability to communicate with top management

## 12. AGREEMENT AND ACCEPTANCE

<b>Print Employee Name:</b>	
<b>Employee Signature:</b>	<b>Date:</b>