



JOB DESCRIPTION

<u>Job Title:</u>	Test Engineer
<u>Reports To:</u>	Chief Test Engineer
<u>Salary:</u>	TBC
<u>Hours:</u>	37.5 (fixed hours)

Job Summary:

The duties within the Test and Inspection department are best categorised in work definitions and assigned to various job roles.

Responsibilities:

Goods Receipt Inspection – Checking:

- (a) Paint/fabrication of bought out panels to works instruction and relevant engineering drawings
- (b) Contact positions of switches to special order documentation and sketches
- (c) Bought out mimic panels for dimension and layout to relevant drawings
- (d) Any specialist bought out equipment

Mechanical Inspection – Checking:

- (a) Tightness of fixings on assembled items
- (b) Layout of equipment to relevant engineering drawings and parts list
- (c) Fitting of labels to relevant engineering drawings and diagrams

Electrical Inspection – Checking:

- (a) Point to point wires - position, number and colour of connections
- (b) Contact position of switches - colour, rating and fitment of fuse/links
 - Checking correct relays and instruments are fitted
 - Checking tightness of connections and security of wiring
- (c) Insulation of wiring using 500V meggers and 0 – 5kV insulation testers
- (d) High voltage insulation tests on pilot wire protection circuits upto 15kV
- (e) High voltage insulation tests on bushing type insulators and outdoor circuit breakers using 0 – 100kV insulation tester

Function Testing

- (a) Testing operation of relays/instruments using secondary injection test sets, voltage sources and measuring instruments
- (b) Testing contact operation of relays using simulators and continuity tester
- (c) Checking/testing functionality of circuits using schematic diagrams
- (d) Programming of relays to supplied documentation, schematic diagrams and programmable setting files and logic

Documentation

- (a) Raising test documentation (product inspection progress/fault sheets and standard test specification)
- (b) Raising goods return documentation for rejected product
- (c) Raising warehouse accept documentation
- (d) Checking correct drawings are issued to works instruction and correct testing procedure is carried out
- (e) Raising test certification
- (f) Raising special test documentation

Contacts

- (a) Reporting to the Chief Test Engineer and Operations Director
- (b) Liaising with all other departments to complete the job
- (c) Liaising with suppliers and customers
- (d) Demonstrating functional testing and factory acceptance tests

Other Duties

- (a) Calibration of instruments and special tools
- (b) Ensuring health and safety of client inspectors
- (c) Identification and purchase of tools and instruments
- (d) QA documentation
- (e) Ensuring jobs meet programme target dates
- (f) Maintenance of batteries and test equipment
- (g) Design and manufacture of specialist test equipment
- (h) Working on site testing/commissioning of Acrastyle products

Essential Criteria

- Experience in a manufacturing working environment
- Experience of working independently and as part of a team
- Ability to meet deadlines and achieve targets
- Good attention to detail
- Ability to fault find on electrical circuits

Desirable Criteria

- Qualified as an electrician
- Electrical Engineering HNC (or equivalent)
- Knowledge of protection and control systems



- Understanding of ISO 9:001 QA systems
- Experience in a protection and control discipline or background
- Experience of Micom Agile, Siemens Digsig, GE EnerVista and other protection relay software