



Role Description

Role Description	Production Technician
Document owner:	Operations Manager
Version:	200904
Keep informed:	Production Technician

1. Overview

The Production Technician is responsible, under the direction of the Production Team Leader, for the assembly of all products marketed by the company. This document lists the duties and obligations of the role as they currently exist, but all staff are expected to undertake such additional responsibilities as may from time to time be agreed in consultation with the company.

2. Duties and responsibilities

2.1. Production

- Accurately assemble the company's products in accordance with the relevant work instructions, bill of materials and order acknowledgement
- Manufacture to a high standard, and in accordance with relevant work instructions, all cables, components and sub-assemblies produced by the company in house.
- Understand any modifications required to the standard specification as notified in the order acknowledgement or directed by the Production Team Leader or appropriately authorised member of staff.
- Use dedicated company software to programme microcontrollers and logic devices comprised within the company's products.
- Observe anti-static precautions at all stages of assembly, test, calibration and service processes.

2.2. Testing of electronic boards and assembled components

- Test all completed products in accordance with relevant work instructions
- Fit electronic boards to a test jig and verify their operation using computerized testers.
- Ensure correct documentation of the tests.

2.3. Calibration and compliance with ISO17025

- Calibrate all completed products in accordance with relevant work instructions
- Subject to appropriate authorisation, carry out calibrations and issue calibration certificates.
- Perform calibrations according to processes defined in the appropriate work instructions.
- Have basic working knowledge of ISO17025 and how its requirements relate to the calibration activity.
- Draw management attention to actual or potential non-conformities and highlight opportunities to improve processes.
- Escalate calibration issues as required to the Production Team Leader.

- Where calibrated equipment is used, to ensure that it is re-calibrated within required time limits. To make electronic copies of the calibration certificates for the quality manager and to file the original certificates as directed
- Ensure laboratory compliance with the requirements of ISO17025.

2.4. Using Windows and PC software

- Competence with Word, Excel and Windows, and an ability to learn to use other software used in production processes.

2.5. Keeping Records

- Maintain and update accurate records relating to each individual product in the form required by the company
- Maintain and update such other records as the company shall from time to time require. Currently these are a calibration table log, a temperature chamber test log, a debugging log, a purchase order record, an accident book

2.6. Quality Management

- Have a basic working understanding of the requirements of the company's quality management system and such quality accreditations as may apply from time to time including ISO9001 and ISO17025.
- Notify the Production Team Leader of each and every product failure, equipment failure and system failure which may impact upon the quality of the service provided by the company to its customers. When requested by the Production Team Leader or appropriately authorised member of staff.
- Understand that quality management is an evolving process affecting all areas of the company's business. Where appropriate suggest ways in which the company's systems might be improved

2.7. Health and Safety

- When using hazardous materials, to ensure that a risk assessment has been carried out and to observe any precautions demanded or recommended by it. When using materials and equipment which is not specifically labelled as hazardous, to handle them with care and be aware of any potential dangers they may present
- To keep the workplace in such clean and tidy condition as is commensurate with its function, so as to promote efficient and safe conduct of the company's business

2.8. Servicing customers' own equipment

- Ensure an understanding of what work the customer requires, as notified in the order acknowledgement or directed by the production manager or appropriately authorised member of staff.
- Work without delay, having due regard to other priorities, and ensure that the Support team is kept informed of progress
- Notify the Production Team Leader and other staff as appropriate if additional work is required, or if the order acknowledgement requires work done which appears unnecessary
- Test the equipment in accordance with the relevant work instructions, and to update the product records as required
- Prepare a work done report in the form required by the company

2.9. Assembly Documentation

- Assist in creation and maintenance of assembly, test and calibration documentation.
- Author/owner of assembly, test and calibration documentation.

2.10. Fault Diagnosis and Repair

- Using schematics, diagnose faults at PCB level and repair them.

3. Revision History

Revision	Changes
200904	Rebranded, no content changes - JC
190902	Revision history added