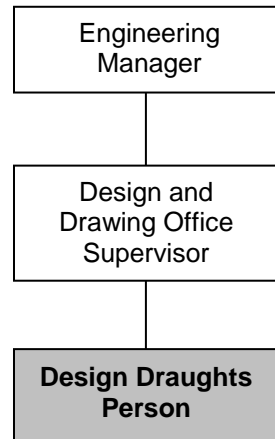


JOB DESCRIPTION

1. Position: **Design Draughts Person**

2. Reporting Relationships:



3. Job Purpose:

To design and produce general arrangement, layout and presentation drawings of TWMA structural, mechanical, electrical and hydraulic equipment for manufacture and assembly, source materials, produce requisitions, expedite materials and create operational and maintenance manuals for capital items as well as producing technical schematics and drawings for use in Sales tenders and TWMA marketing material.

To assist internal clients by producing a variety of technical drawings for various TWMA equipment. Drawings will be updated to the latest revision ensuring the most up to date information is available. Below are some drawings types that will be required:

- General Arrangements / Layout
- Schematics, Single Line Diagrams
- Flow diagrams
- Detail / Manufacture / Maintenance
- Assembly
- P & ID's
- As Built
- Exploded assemblies

4. Key Responsibilities:

4.1 Company Standards – ensure all drawings comply with TWMA and industry standards by:

- Dating and numbering drawings as required.
- Maintenance of drawing records – updates, revisions, filing etc
- Numbering, revising and updating drawing register.
- Ensuring latest information is on drawings in accordance with relevant standards or project requirements.
- Checking drawings.

4.2 Design – ensure all aspects of design and installation of TWMA equipment is accurate by:

- Liaise with internal clients regarding product and design specifications.
- Create drawings from as built surveys.



4.3 Tenders – assist the Sales and Engineering departments with tenders by:

- Providing layouts and schematics as required for tenders.
- Providing relevant drawings from Section 3 for tenders.

4.4 Survey and Measurement:

- Visiting rigs & sites as required.
- Surveying equipment as necessary.
- Measuring equipment / components as necessary.
- Making sketches as necessary.
- Recording information and making sketches as necessary.
- Collating information as required.

4.5 HSE – ensure design requirements are fully understood by:

- Following all TWMA and HSE procedures.
- Identifying and evaluating site specific zoning rules to optimize the use of TWMA equipment.
- Addressing any concerns and taking appropriate actions in conjunction with TWMA procedures.
- Attending safety meetings with QHSE personnel.

4.6 Complying with Procedures

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company Handbook.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Keep up to date with other current legislation, legal requirements and regulations that apply to the company.

This is not an exhaustive list of duties and all are subject to change should it be required.

This is to certify that I understand all that is expected of me in this job description

Signed:.....

Date:.....

PLEASE RETURN A SIGNED COPY