

<b>Job Title</b>	Quality Control Technician	<b>Version 03</b>
<b>Work Location</b>	TRANSCAL Engineering	
<b>Reports To (Line Manager)</b>	Team Leader	

<b>Your main purpose is</b>	To assist the Compliance department by conducting the required inspection of manufactured products, purchased products, subassemblies or finished components according to company required standards.
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## Key Responsibilities and Duties

### SAFETY

- Safety must always be a prime consideration, and you are required to ensure that the safety of people, the environment and our products are never compromised
- You have a responsibility under the Health & Safety at Work Act 1974 to take reasonable care of yourself and other persons that may be affected by your acts or omissions at work, secure the health, safety, and welfare of your colleagues at work and protect, so far as is reasonably practicable, all others against risks to their health or safety arising from your work activities and those of their staff and ensure that your duties are discharged adequately. The responsibility to achieve the duty cannot be delegated. The tasks required to discharge them can be delegated; assistance and support can be obtained; but the responsibility remains with you

### DIMENSIONS

- Exercise the highest degree of discretion and professionalism, when dealing with sensitive data and information
- Inspecting manufactured items both during the manufacturing process and on completion of manufacture before the items are delivered to customers, including dimensional / Paint Thicknesses / Gloss Levels
- Carrying out component inspection using a selection of manual measuring equipment including 6-axis measurement arm
- To process first-off inspection components in an efficient manner, to verify products meet with approved design data, and quality control requirements
- Assist in the completion of FAI reports as required
- Complete the required inspection and process records and management records required by the Company management systems
- Conduct Goods receiving inspection of items that require inspection and notification of products unsuitable for processing
- Liaise with Quality supervision to raise Non-Conformance reports for products that do not conform to specification, and assist with subsequent Root Cause analysis
- Assisting with investigations arising from customer returns by means of inspection reports, and maintain appropriate records on the company data base
- Report on process and system data, maintaining Visual Management Boards with updated information
- Coordinate and assist with preparation of systems documentation necessary to meet with the requirements of statutory and regulatory bodies, including applicable versions of ISO 9001, 3834, EN 15085, and DIN 2303 (Others as applicable)
- Ensure all measuring equipment is maintained in line with the calibration system requirements
- Assist management in maintaining production output to match customers' requirements
- Contribute with identifying methods to improve the smooth operation of the business
- Promote awareness and use of the Business Management System(s), identifying opportunities for training and up-skilling

## Qualifications

- Minimum of English and Mathematics to GCSE level
- Auditor training (desirable)

## Previous experience

### ESSENTIAL

- Ability to use and maintain all the Companies measuring equipment (Vernier callipers, height gauges, measurement arm etc)
- Proficient with MS Office
- Ability to read and understand engineering drawings and specifications
- Sound understanding of inspection techniques for measuring fabrications and welded parts
- Knowledge of the ISO 9001 quality policies and system requirements
- Knowledge of health & safety and environmental procedures
- Previous quality inspector experience

### DESIRABLE

- Understanding of the Companies main objectives and supervisor's contribution
- Understanding of the actions to be taken when product or process problems arise
- Knowledge of safe lifting and slinging, including manual handling
- Experience of management System: ISO 3834, EN 15085, and DIN 2303 also desirable
- Application of PCDMIS (Measurement Software)

<b>Name of incumbent</b>	
<b>Signed</b>	
<b>Date</b>	

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list, and the post-holder might be expected to undertake other duties across the wider directorate, commensurate within the level of responsibility of this post, for which the post holder has the necessary experience or training. This job description may change and develop over time and reflect the changing needs of TRANSCAL Engineering.