

JOB DESCRIPTION

TITLE	Quality Inspector	GRADE:	
DEPARTMENT	Quality	LOCATION:	Letchworth
HOURS OF WORK	39	DAYS WORKED:	Mon - Fri
DIRECT REPORTS	n/a	REPORTS TO	Quality Team Leader

OVERALL JOB PURPOSE (SUMMARY):

MAIN DUTIES

To execute quality control activities with the emphasis on the reduction of variation and waste in all areas through error prevention, lean manufacturing, CI activities, and compliance with business processes, applicable standards, legislation and regulations to meet customer requirements and stakeholder needs

Responsibilities include but are not limited to:

- Executing First Article Inspections of component parts and sub-assemblies to the required industry standards.
- Executing customer approval documentation in accordance with relevant standards i.e. APQP, PPAP, SPAP, FRACAS submissions.
- Ensuring equipment is calibrated and available for use.
- Creating CMM programs in support of first article, in process control and final inspection checks.
- Supporting the development, implementation and maintenance of the Business Management systems to meet certification requirements, the needs of customers, the business and its stakeholders
- Support and execute continuous improvement activities in addition to providing information concerning product and process quality performance
- Liaising with suppliers to resolve issues to promote external and internal customer confidence and satisfaction
- Supporting the New Product Introduction process through quality planning and implementation, liaising with internal functions and suppliers
- Executing short and long-term objectives to drive KPI improvements.
- Ensuring all quality data is captured and analysed against targets taking action on adverse variation to standard.
- Striving towards the Goal of a World Class manufacturing environment.

ADDITIONAL DUTIES

1. To contribute to productivity and morale by communicating problems promptly to management and by assisting members of immediate, and wider teams, when required, to the best of job holder's abilities.
2. To communicate effectively with management and other staff in order to improve morale and teamwork as well as better understanding of, and progress towards overall Company goals.
3. Occasionally there will be a requirement to work extra hours to meet deadlines.
4. This job description is intended as a guide to the main responsibilities of the post, and the job holder will be required to undertake such duties appropriate to the grade and/or position as may be required by the Manager and/or Company, to ensure the smooth running of the Business.

GENERAL

1. To act in a manner that a reasonable person would expect from a member of staff.
2. By general demeanour and professionalism, to ensure always that the image presented of the Company is a favourable one.
3. To be aware of, and adhere to Company policies and procedures.
4. To undertake, and participate in, the Company appraisal and reviews.
5. To actively participate in training and development courses appropriate to job holder's role and maximise opportunities for self development by identifying any additional training needs.
6. The ensure the job holder does not, without due authorisation (or taking all reasonable care) and good faith, divulge private or strictly confidential information relating to the Company or to its staff, customers, suppliers or applicants, and particularly in respect of personal data.
7. The job holder will report any area of concern to their Manager.
8. The job holder will at all times carry out their duties and conduct with due regard to the Company's policies

HEALTH & SAFETY

1. To work safely at all times in line with health and safety legislation.
2. To be aware of, and adhere to all Company Safety, Quality and Hygiene procedures.
3. To ensure correct personal protective equipment is worn / used by job holder.
4. Ensure that identified risks are reported to Manager.

PERSON SPECIFICATION:

	Essential	Desirable
Education, Qualifications and Training		
Experience and Knowledge	Worked in an aerospace industry	
Other Skills		
Personal Qualities and Abilities		

JOB DESCRIPTION REVIEW

The job description will be reviewed annually by the Manager and may be amended after discussion with the job holder(s).

Last Updated		By:	
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SIGNATURES

Date		Job Holder	
Date		Manager	