

JOB DESCRIPTION

Post	Quality Inspector
Department	Quality
Reporting to	Quality Control Supervisor
Date of Job Description	December 2022

KEY FUNCTION:

To assist with the efficient running of the Quality Department on an operational basis, supporting the successful operation of Companies Quality Management System through effective use of policies, procedures, and processes.

Main Duties and Responsibilities of the post	
●	Program, set and record CNC CMM reports and manual CMM reports
●	Record all checks performed on appropriate documentation
●	Support production personnel in resolving quality and measurement issues
●	Deploy quality tools such as “Root cause analysis” in resolving issues
●	Communicate and Liaise with Production to promote ‘Right First Time’ and promote continuous improvement
●	Adhere to Customer quality Requirements
●	Generate and Manage Documentation as required
●	Ensure the timely sign off of Product release to Sub-Con Processes ready of dispatch
●	Provide Advice to Managers on quality related matters and ensure agreed tasks and Objectives are met
●	Perform quality checks across all sites: first offs, in process frequency and stage checks, last offs, pre & post subcontract, supplier checks, final release checks, visual assessment and burr free checks
●	Assist in the Maintenance and Management of the Calibration System
●	Commit to protect CPL customers product with respect to quality
●	Ensure all product released by the company conforms to the requirements specified

Other Duties and General Requirements

<ul style="list-style-type: none"> Comply with the Company's Code of Conduct and Policies contained within the Company's employee handbook at all times
<ul style="list-style-type: none"> Maintain high standards of workplace safety, cleanliness, and tidiness, ensuring that desks and equipment are used in the correct fashion and that no items are put on floors or near exits
<ul style="list-style-type: none"> Work in a manner safe for themselves and colleagues and in accordance with Health & Safety policies, legislation, procedures and risk assessments
<ul style="list-style-type: none"> Be aware of and follow standards and accreditations the Company accreditations may acquire or aspire to, including ISO9000 & AS9100
<ul style="list-style-type: none"> Adopt a flexible approach to work and participate constructively in Company initiatives and activities
<ul style="list-style-type: none"> QCP's should be adhered to - copies have been attached

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Formal training in quality inspection 	<ul style="list-style-type: none"> Appropriate qualification/training in engineering/inspection
Experience	<ul style="list-style-type: none"> Experience of working as an Inspector in a manufacturing environment 	<ul style="list-style-type: none">
Skills, knowledge, and competencies	<ul style="list-style-type: none"> Good communication and interpersonal skills 	
Personal characteristics	<ul style="list-style-type: none"> Ability to work flexibly Ability to work independently and as part of a team Approachable 	