

**Employee
Name:**

Job Title: Setter/Operator

Line Manager:

Department:

Function

Manager:

Job Overview

Assist the manufacturing team in the efficient running of the machining department.

Duties:

Key Duties –

- To ensure that the process set up of the machine is secure and correct to detailed product operation requirements.
- Ensure the highest levels of quality and care for products being produced
- To be alert to broken / damaged tools and ensure they are replaced immediately on discovery.
- To ensure that all validation/inspection checks are carried out and recorded as directed by the company quality processes
- Ensuring that all in-cycle activities are performed e.g. Deburring of the product.
- To maintain the basic maintenance requirements of the machine tools / equipment being used and the level of cleanliness is maintained
- To ensure that the product loading and clamping is correct and secure, that any decay in the function of the equipment that could compromise safety or quality of the product is reported to supervision immediately.
- Support the Quality department and have a high level of understanding of the company quality policies.
- Organise your individual workload and coordinate this with the department lead.
- Evaluate the machining process for improvements
- Report and record in accordance with company policy any non-conformances

NB: Particular duties and responsibilities attached to this post are subject to change from time to time, though the general character of the details or level of responsibilities entailed will **not** change.

All Staff are required to undertake the following general duties:

- To maintain high standards of workplace safety and tidiness.
- To work in a manner safe for themselves and colleagues.
- To maintain appropriate level of cleanliness, both personally and within the working environment
- To be aware of and follow Company accreditations – ISO9000 & AS9100 and any other accreditations the Company may acquire.
- Carry out any other such duties within your capability as requested by the line manager, or any other person of seniority.

- Comply with Health & Safety policies, legislation, procedures and risk assessments. Including but not exhaustively as example, maintaining clear gangways, always use the provided appropriate Personal Protective Equipment [PPE] i.e. safety glasses, protective footwear.
- **Comply with the Company's Code of Conduct and Policies contained within the Company's employee handbook.**