

Job title: Quality Engineer

Prepared: 21 Jan 10

Reporting to:

VP Quality in California (ASCA) for functional issues.

Operations Manager at Exeter (ASGB) for operational issues.

Summary:

Reporting to the VP Quality in California for quality related issues, the Quality Engineer, in the role of Quality Representative, will be responsible for all aspects of quality for our clients in Exeter.

Responsibilities:

- Overall responsibility for all aspects of quality within the company
- Contribute towards the definition and promotion of the quality strategy as part of the Quality Management Team.
- Overall responsibility for ensuring incoming and outgoing traceability requirements are defined and met
- Overall responsibility for incoming and outgoing product quality
- Overseeing the collection and analysis of product build data and the production of metrics and SPC
- Prompt reporting of issues on the company tracking system
- Coordination of problem solving activities through to resolution
- Ensuring Company awareness and understanding of QMS procedural requirements
- All activities are to be conducted within company health & safety policies

Tasks:

- Maintain & develop the quality system to ensure that company approvals, external standards, legislation and customer requirements are met
- Ensure company compliance with the QMS
- Carry out goods inwards inspection and receiving activities to ensure the quality of delivered materials, resolving issues where detected
- Carry out in-process and final inspection, to ensure the quality of outgoing materials, resolving issues where detected
- Carry out internal audits and liaise with approvals authorities and customer audit staff for external audits as required
- Work with purchasing to establish quality (including traceability) requirements from suppliers
- Carry out supplier audits and approvals
- Investigate and resolve supplier quality issues where required
- Investigate and resolve customer quality issues where required
- Ensure that internal quality issues are reported, investigated and resolved in a timely manner
- Oversee the ECN system to ensure that change control is correctly implemented
- Oversee the material status and identification system, resolving issues where detected, ensuring that all materials, work-in-process and finished goods are compliant, are properly identified and properly stored and handled

at all times

- Monitor traceability activities to ensure compliance, resolving issues where detected
- Work as part of cross-disciplinary project teams and contribute to the identification of the quality aspects of new or changed products, processes and equipment.
- Ensure company awareness of ESD issues and ensure compliance with mitigation strategies
- Manage the calibration system for all relevant equipment within the company, carrying out calibrations and validations where necessary.
- Promote a culture of quality awareness and continuous improvement throughout the company
- Promote the use of quality management tools and methodologies (Root Cause Problem Solving, Six Sigma, Continuous Improvement, TQM, CAPA)
- Oversee the collation and analysis of performance data and review the results, providing reports to management where required
- Promote the use of manufacturing practices and philosophies such as Lean Enterprise
- Participate in the Quality Management Review meetings and manage the outcomes
- Participate in the CAPA meetings and manage the outcomes
- Any other reasonable task as required

Key performance indicators:

- Company certification status
- Number of non-compliances
- Overall company quality rating with customers

Knowledge of the requirements of ISO 9001 and related standards.

High level of applied metrology skills on mechanical parts

Ability to read and interpret engineering drawings

Good problem solving abilities

Good level of computer literacy

Understanding of MRP systems

Internal auditor

Resolution of supplier issues

Advantageous

Knowledge of the requirements of AS9100 and related standards.

Knowledge of First Article Inspection

Experience of EASA Part 145

Experience of PCB quality (IPC-610)

Experience of participation in cross-disciplinary project teams on new product development (NPD)

Knowledge of quality management tools and methodologies such as Root Cause Problem Solving, Six Sigma, Continuous Improvement, TQM, CAPA

Knowledge of production philosophies such as Lean

Experience of Aerospace methodologies such as GRESS