

JOB DESCRIPTION

Job Title	Quality Engineer QE4
Department/Site	QA & Systems
Line Manager	Qa & Environmental Manager
Job Purpose	<p>To ensure and verify acceptable standards of product quality and service are maintained in accordance with national & international standards, customer and internal requirements</p> <p>Fulfilling an essential role taking Advanex to be No.1 in the World at what we do!</p>

ROLE AND RESPONSIBILITIES:

To be carried out in accordance with company Management System, Work Instructions, Good Manufacturing Practices (GMP), departmental and company procedures including but not limited to:

- Perform required product inspection in accordance with company procedures
- To perform product release activities and produce the required associated documentation. (C of C etc)
- Perform product audit as required by company procedures
- To take appropriate action to prevent the release non-conforming product.
- To ensure that any non-conforming product is controlled so as to prevent accidental use.
- Perform calibration and verification activities on measuring equipment
- Organising external calibration of measurement equipment as required
- To obtain and / or analyse inspection results to evaluate process performance.
- Use established methods to fully investigate quality concerns and produce reports as required
- Assist in the monitoring of suppliers and sub-contractors
- Assisting with the development of products and processes.
- Performing systems audits
- Maintaining required records in EFACS
- Produce reports as required
- KPI reporting and performance evaluation
- To review, report and react to departmental KPI's and feedback.
- Raise necessary purchases requisitions to maintain department supplies.
- To aid in training and development of all personnel in quality standards and methods
- Ensure all work stations and areas are kept in a clean and safe condition
- Deputise for other department members as required
- Provide timely and sufficient information and instruction to deputies to ensure production and quality can be maintained during absence.
- Record and report accurate information as required
- Attend and present at meetings as necessary to perform duties and aid business development.
- Attend training to develop relevant knowledge, techniques and skills.
- Promote the company in a positive light at all times especially during contact with outside agencies
- Perform any other duties as reasonably required by your Manager or a Director.

JOB DESCRIPTION

All Employees:

- To take responsible care for self and others during work activities in accordance with the Health and Safety at Work Regulations – either correcting or notifying a member of the management team of any unsafe working practices
- To strive to maintain quality in line with the Company management systems and procedures – alerting a member of the management team of any issue of quality and risk
- To ensure that production and manufacturing schedules are in line with Company energy targets – being aware of own responsibilities to save energy and power consumption and alerting a member of the management team where potential negative impact is caused by working practices

PERSON SPECIFICATION (SPECIFIC QUALIFICATIONS AND EXPERIENCE REQUIRED FOR THIS ROLE):

- Inspection and test equipment.
- Measurlink Realtime and Analyser software
- EFACS software
- SPC
- Root cause analysis

PERFORMANCE INDICATORS:

- Customer returns
- CAPA response time