

## JOB DESCRIPTION

Job Title:	QUALITY CONTROL INSPECTOR	
Full or part-time role:	Full time - 40 hours per week	
Company:	Supacat Ltd	
Main purpose:	Responsible for ensuring Internal and external quality to required standards, ensure contract flow downs are being adhered to, and investigate quality escapes and driving Corrective Actions.	
Issue & Date:	Issue 02	9-12-21

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and deliver special purpose machines and equipment. As an employee within the Group of companies you should work as part of the team, be flexible in your approach to your work and fulfill any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> <li>Conduct inspections at all levels of the manufacturing process including fabrication, and offer advice on the acceptable standard of quality in accordance with company policy.</li> <li>Complete Factory Acceptance Testing &amp; Customer acceptance of product</li> <li>Calibrating measuring equipment and measuring testing variables</li> <li>Reading engineering schematics and comparing them with the finished product</li> <li>Use measurement equipment, such as Verniers, Micrometers &amp; Portable CMM equipment as required and create repeatable inspection programmes.</li> <li>Maintain inspection records and review production documentation ensuring they are accurate and auditable.</li> <li>Assist with supplier assessments and acceptance of outsourced goods prior to delivery to Supacat</li> <li>Investigate, record and report errors and deviations in the manufacturing process, from both internal and external sources</li> <li>Record results of Inspection findings &amp; create technical reports.</li> <li>Communicating with the Quality Assurance (QA) department about how to prevent similar defects in the future</li> <li>Work with Supacat QMS to improve processes &amp; carry out internal audits in accordance with ISO 9001 &amp; ISO 14001</li> <li>Conduct and Support investigations into product Defects using the DMR / NCR process, writing reports where required.</li> </ul>	<ul style="list-style-type: none"> <li>To understand and use the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate.</li> <li>Your role may be subject to Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times.</li> <li>To maintain an awareness and observation of Fire, Security and Health and safety regulations.</li> <li>Ensure all personal data is managed in accordance with GDPR and company policy</li> <li>To work flexibly between Group Companies as and when required</li> </ul>

<b>Employee</b>	<b>Name:</b>	<b>Signature:</b>
<b>Manager</b>	<b>Name:</b>	<b>Signature:</b>
		<b>Date:</b>
		<b>Date:</b>

## PERSON SPECIFICATION

	Essential	Desirable
<b>Work based competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of typical manufacturing processes e.g. welding, assembly &amp; finishing.</li> <li>• Good Communication skills (Verbal &amp; written) at all levels including suppliers &amp; customers.</li> <li>• Use of engineering measuring equipment such as Vernier, callipers, micrometres &amp; dial gauges.</li> <li>• Report writing</li> <li>• Reading of technical drawings and schematics</li> <li>• Computer Competence</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of automotive systems &amp; inspection.</li> <li>• Presentation skills.</li> <li>• Good working knowledge of Microsoft Office software.</li> <li>• Audit Experience.</li> <li>• Familiar with Supacat products.</li> <li>• Familiar with Supacat production, processes &amp; documentation.</li> </ul>
<b>Behavioural competencies</b>	<ul style="list-style-type: none"> <li>• Approachable and dependable</li> <li>• Logical and thorough approach to record keeping</li> <li>• Drive to achieve quality in all that he/she does</li> <li>• Able to work effectively under pressure</li> <li>• Attention to detail</li> <li>• Engaged with Continuous development</li> <li>• Positive approach to problem solving</li> </ul>	
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>• Full UK/EU driving licence</li> <li>• Working to and with technical drawings.</li> <li>• Qualified to NVQ/ BTEC level 3 in a technical activity or by relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Work within a fabrication or manufacturing organisation</li> </ul>
<b>Organisational fit</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team.</li> <li>• Communicates honestly, openly and positively.</li> <li>• Able to work on your own initiative and maintain your own motivation.</li> <li>• Understands and promotes the value of the company core values</li> </ul>	