



## Job Description: Quality Assurance Engineer

### Main purpose of job

To support production on all areas of the production process from start to finish, including overseeing goods in and despatch, ensuring quality is maintained throughout the process.

### Person Specification

- Ability to work on own initiative with a pro-active strategic approach to challenges
- Attention to detail
- Able to interpret engineering drawings
- Able to use a wide variety of measuring equipment
- Able to program & run CMM
- Effective Team player
- Ability to take a systematic approach to daily operations
- 5 years' experience in manufacturing quality role
- Experience of working to stringent audited ISO quality standards
- Highly motivated and able to build close relationships internally and externally to achieve an end goal
- Able to work under own initiative
- Flexible, courteous, friendly and positive approach
- Discretion, confidentiality and professionalism at all times
- Eligible to work in UK.

### Main responsibilities

- To conduct inspection activities against drawings and specification
- Carry out inspection activities
  - First off inspection
  - In process inspection checks as per route card instruction
  - Inspection of parts prior to despatch to sub-con
  - Final inspection prior to despatch to Customer
- To record and maintain inspection records
- Carry out FAIR's when necessary
- The control of non-conforming product & complete reports for each.
- Evaluate customer complaints and returns and to liaise with the management on corrective & preventive action
- Responsible for Goods inward inspection of raw materials, bought in parts and part returning from sub-con processes.
- Maintaining preferred supplier data
- Control the calibration of inspection & measuring equipment in line with company procedures
- Support production in resolving queries with customer information
- To liaise with customers and suppliers on quality issues when directed by the management
- Carry out internal audits under the supervision of the management.

Registered Office:  
Adcotech Limited, PACM House, Blackworth Industrial Estate, Highworth, SN6 7NA  
T: 01793 765405 F: 01793 766060 E: sales@adcotech.co.uk  
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- Coordinate the identification, segregation and disposition of non-conforming product, including internal scrap, rework, concessional items and customer returns

### General responsibilities

- Work with other employees to ensure quality and standards are maintained at all times
- Adhere to company quality procedures as per company quality manual ISO9000:2000
- Ensure your working area is kept neat and tidy at all times and general housekeeping maintained to assist with health and safety procedures
- Support and advise other employees when required in ensuring all operations are carried out efficiently and accurately to customers requirements, drawing tolerance and specifications

### Additional duties

- Undertake any other reasonable management request
- To attend staff meetings when requested
- Work flexibly where possible to support the business when needed
- Attend training requested by the company which is linked to the development of your job role
- Forward suggestions for discussion to improve processes or procedures to your section supervisor or management
- Ensure waste is kept to a minimum to benefit both the company and the environment

### Legal duties

- Attend any Health and Safety training when required
- Ensure full compliance with all areas of Health and Safety as per company Health and Safety policy
- To take a responsible approach to health, safety and environmental risks in relation to your own job role and to control the risks or report them to management as appropriate
- Ensure full compliance with health and safety personal protective equipment including work boots, safety glasses, ear plugs, overalls as required by legislation and set out in company health and safety procedures

July 2013

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