	Quality Inspector Manager	Ref: HR-F-21
		Date: Dec 2024
		Revision: 0
		Page 1 of 3

Job Title:	Quality Inspection Manager
Department:	Operations
Reporting to:	Head Of Operations
Direct Reports:	TBC
Authorised by:	A Blackwell
Period of Employment:	Permanent
Salary Band:	£35-45k D.O.E.
Date of Update:	02/01/2025

MAIN PURPOSE OF ROLE

- To comply with all Company policies and procedures, for example, delegation of authority, health and safety policy, etc. you will be responsible for the day to day running of the Quality department and ensuring parts progress through the department in a timely manner along with maintaining the ISO 9001:2015 and ISO 14001;2015 management systems and introduction of AS9100.

Key Responsibilities & Accountabilities

- Operating, reporting & programming of CMM's using PC-Dmis software.
- Support manufacturing and other departments from a quality point of view, attending meetings as required.
- Continue to develop the Environmental & Quality Management Systems.
- Carry out Internal audits in line with the internal audit schedule ensuring any corrective actions are carried out in a timely manner.
- Liaise with suppliers and customers when the need arises.
- Reporting of non-conforming product to suppliers and customer.
- Support the Purchasing department with supplier audits and visits while promoting the importance of ISO 9001 and ISO 14001.
- Ensure all relevant ISO9001 and ISO 14001 procedures are adhered to.
- Carry out First Off and final inspection from our in-house machine shop and fabrication depts.
- Inspection of machined and fabricated parts from external suppliers.
- Inspection of composite parts from external suppliers with a strong understanding of structural, cosmetic and bonding requirements of such components.
- Compliance with all departmental H&S requirements.
- Compliance, where appropriate with management, & environmental, systems, such as ISO 9001 & ISO 14001.
- Maintaining & development of department KPI's.
- Understand requirements of AS9100, compile a gap study, plan & complete certification of AS9100 within the business.
- Any other reasonable duties which may be required by management from time to time

PERSONNEL SPECIFICATION

Qualifications and Experience

An IQA qualification or similar.


Experience in international recognised standards such as ISO 9001, ISO 14001, AS9100 etc.

Experience in carrying out Internal Audits

Experience working in an engineering environment.

Knowledge of SPC, FMEA, and MSA would be beneficial.

Must be computer literate and be able to use Microsoft Office.

	<h2>Quality Inspector Manager</h2>	Ref: HR-F-21
		Date: Dec 2024
		Revision: 0
		Page 2 of 3

Be able to read engineering drawings and understand Geometric Tolerances.
 Experience in the use of a Coordinate Measurement Machine (CMM).
 Experience using and writing programs on PC-Dmis software.
 Competent in using manual measuring equipment (micrometres, callipers etc.).
 Conversant with International Material Data System (IMDS).

Special aptitudes

- Confidential in all matters
- Professional approach, coupled with strong interpersonal skills.
- Excellent planning, organisational and time management skills
- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to make sound business judgements on the spot
- Awareness of small business needs
- Ability to work on own initiative
- Ability to work in, and adapt to a rapidly changing environment
- Ability to work co-operatively with others to complete tasks and implement process improvements
- Determination to improve, grow and contribute to the departments success
- A creative thinker not afraid to suggest new ways of doing things
- Knowledge of Microsoft packages

Disposition

- Flexible and cooperative attitude
- An assertive but calm demeanour
- Self-motivated
- Ability to listen to customer needs and respond accordingly

Requirements

- Good timekeeping and attendance record
- Willing to be flexible with hours to ensure tasks are completed on time
- Neat and tidy appearance
- Completer/Finisher

Any JRM Advanced Engineering employee may be asked on occasion to perform additional or unrelated duties, after appropriate training has been given, if required.

Summary Terms & Conditions

- **Pension** - Upon joining the Company, you will be automatically enrolled, with contributions starting after successful completion of the probationary period.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial six-month probationary period, during which notice will be one week on either side. On successful completion of the probationary period notice will be one month.
- **Working hours** - 08:30 – 17:00, Monday to Friday.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.



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Revision: 0

Page 3 of 3