



JOB SPECIFICATION

Title: Quality Inspector

Reporting to: Business Systems Manager

Main Purpose: Monitor operations to ensure that they meet production standards. Recommend adjustments to the assembly or production process. Inspect, test and measure materials or products being produced. To ensure systems and procedures including physical inspection have zero defects when they reach the Customer.

Location : Based in Catfield but some travel may be required.

Main Duties:

- Quality control inspections of in process and finished product.
- Assessing whether the finished product reflects goals set out by the original project plan
- Reading engineering schematics and comparing them with the finished product
- Analyse customer concerns/reject reports and inspection of returned goods to establish root cause and enable containment and permanent countermeasure actions.
- Performing tests to ensure that the products produced meet the quality standards required to minimise costs and maximise customer satisfaction whilst ensuring procedures and processes are adhered to.
- Ensure incoming materials are to specification.
- Assist with first article inspection reports
- Responsible for identifying and raising quality issues and ensuring prompt action is taken to resolve them to ensure zero impact to the customer.
- Work in a team environment to develop and implement best practices that emphasise defect prevention, reduction in variation and waste
- Writing detailed reports on the results of testing and other observations about the product
- Filling out required paperwork
- Observing the methods and equipment manufacturing employees use during production and advising on best practice
- Advising management team so they become aware of any defects in the product and how to repair them and prevent similar defects in the future
- Communicating with suppliers and distributors to let them know about potential problems and discuss how to solve them
- Sharing technical knowledge about the product with relevant staff
- Keeping files and reports on product quality organised and accessible

Key Responsibilities:

- Identify root cause through 8D and 5Y and cause and effect analysis to instigate permanent corrective actions for product quality issues
- Work with internal colleagues and external customers to resolve quality issues that arise as quickly and efficiently as possible to prevent compromising quality and safety standards
- Carry out product and process auditing
- Stop production in the event of manufacture of unacceptable goods/processes



Trend Marine Products Ltd

- Ensure compliance and assist with adherence to the Quality Management system
- Assist with training of quality awareness
- Contribute to continuous improvement activities
- Produce written reports and make presentations
- Independently determine approach and assigned tasks

Essential Qualities:

- For external candidates - qualification in manufacturing/engineering or equivalent of minimum 2 years work experience in similar role.
- For internal candidates, experience and knowledge of a good range of Trend products and associated quality requirements.
- Previous experience in a manufacturing environment
- Experience of working in Quality Assurance
- Experience of dealing with customers and suppliers
- Good communication skills both written and verbal.
- Ability to organise self and manage own work, diligence in paperwork.
- Understanding of cost and financial impacts
- Must have a genuine desire to satisfy customers' requirements.
- IT literate, confident in use of email, Word, Excel.
- Valid, clean driving licence.
- Willing and able to travel at short notice anywhere in the world

Applications should be made in writing, enclosing an up to date CV and sent to:

Catriona Betts,
Trend Marine,
Sutton Road,
Catfield,
Norfolk.
NR29 5BG

March 2018
Ref: PERSCB\QI.JD