

General Information

Job title:	Inspector
Reporting to:	Quality Manager

General purpose:

- To ensure that products entering the business are adequately inspected and handled in accordance with company operating standards, that they are true to drawing and adhere to all requirements.
- To ensure compliance to customer and third-party requirements and standards of all quality related activities.
- Identification of deficiencies, co-ordination and implementation of corrective action and recommending means to improve quality and efficiency.

Key deliverables and Responsibilities:

- Perform dimensional, visual and documentation inspection on incoming parts from vendors and outgoing products for shipment to customers
- Identify material / parts for ad hoc sample inspection based on customer feedback, non conformance and / or part criticality
- Create and maintain product inspection checklists
- Document Inspection results and outcomes / dispositions by completing detailed reports / inspection checklists and performance records
- Create, Manage and Review FAIRs in accordance with AS9102
- Support and assist the calibration process by facilitating external calibration on site visits and performing internal calibration
- Assist with the investigation of Root Cause failure mode investigation of customer returns
- Document product quality issues / concerns into Quality Concerns and liaise with relevant stakeholders to identify and implement areas of improvement
- Create and action Non Conformities and supplier returns
- Maintain, review and action shelf life inventory within the company
- Determine and oversee inspection standards for incoming goods

N.B. This list is not exhaustive, and you may be required to perform other work-related tasks as and when required.

Requirements – experience/qualifications:

- Working knowledge of aerospace regulations in relation to quality management processes
- Knowledge of AS9102 and ISO 2859-1 would be advantageous
- Ability to read and understand technical data including drawings and specifications, etc
- Prior experience of using measuring equipment such as micrometres, verniers, etc.
- Preferably Technical engineering apprenticeship served
- Must be computer literate and familiar with Microsoft Outlook and Word, MS Office.
- Numeracy and literacy skills

Requirements – personal characteristics

- Proven ability to positively communicate with colleagues and customers in order to form and maintain good teamworking relationships
- Strong written and spoken communication skills together with a positive attitude; demonstrated in all correspondence (telephone, face-to-face and e-mail)
- Organisation, time management, prioritising and the ability to handle a complex, varied workload
Ability to work on own initiative
- Analytical and problem-solving skills
- Good decision-making and the ability to lead and manage teams and projects
- Attention to detail but also the ability to see the implications for the bigger picture
- Strong commercial awareness and customer service ethics
- The ability to manage staff.