

**Quality Engineer
Inflite Engineering Services Ltd**

Reporting to the Group Quality Manager, the Quality Engineer is responsible with assisting with quality issues and with assurance of the Quality system in a manufacturing environment in accordance with requirements set by regulatory bodies, and to maintain compliance of approvals held by the company.

Main Duties and Responsibilities will include:

- Assisting in all matters pertaining to the work of the Quality Department.
- Undertaking special tasks as directed by the Group Quality Director.
- Assist in making provision for training of Quality staff
- Keeping the manuals, expositions and other systems documents up to date and place them on the server
- Conducting audits and management of the audit schedule
- Liaising with production personnel with regard to technical queries and On Time Delivery data.
- Liaising with customer over quality and technical queries.
- Liaising with auditors over quality auditing of the facilities and systems with reference to existing approvals
- Constantly monitor existing systems and instigate changes and/or originate new systems.
- Assisting with the control of sub-contractor/supplier records and ratings.
- Monitoring the scrap note system and assist in the issue of reports.
- Collating information required for Management Review.
- Controlling of stamps, stamp register and training records
- Carrying out special projects as requested.
- Conducting investigations and preparing reports on quality, engineering and manufacturing issues using
- Carry out root cause analysis and with productions assistance put in place the required corrective action
- Managing and investigating Non-Conformities.
- Key Performance Indicator, Delivery Schedule Adherence and On Time Delivery data management.

Skills and Experience:

- Proficient in reading, speaking and understanding English.
- Good knowledge of AS9100/ISO 9001 and EASA Part 21G
- Use of PC and related programmes
- Use of printing/copying facilities

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager.

Signed:

Print Name: Date:

Manager: Date: