



Job Description Pack

Job Title:	Inspector
Manager / Supervisor:	Quality Manager
Location:	Unit 5b, Whittle Place, Kingsway Park, Dundee, DD2 4US
Working Hours:	Monday – Thursday 08:00 – 16:30 Friday 08:00 – 13:00 37 hours per week
Salary:	Dependent on Experience
Post Status:	Full Time, Permanent Contract

Identification

Job Title:	Inspector
Department:	Shopfloor
Responsible to:	Quality Manager
Responsible for:	N/A

Job Purpose

To provide and prevent any Non-Conforming product occurring in the company by carrying out first off and patrol inspection. By carrying out Process Risk Assessment on all batch one production, programming CMM and General Inspection Machines to mitigate risks of non-conformance.

Principal Working Contacts

INTERNAL – All Personnel

EXTERNAL – Customers, Suppliers, Auditors, Government Agencies

Main Duties

- Dimensionally and visually inspect in-process machined components;
- Use CMM and various other pieces of inspection equipment to measure and record inspection;
- Dimensionally and visually inspect finished machined components;
- Compiling Inspection Reports for customers;
- Support and advise team on Non-Conformances and Concession Reports;
- Carry out Process Risk Assessments on all batch one work orders to identify potential risks associated to manufacture and inspection;
- Identify these risks and put controls in place to eliminate or mitigate the risk;
- Train others in the inspection controls which are required during manufacture;
- Dealing with customers and visitors on a day to day basis;

Person Specification

Person Specification			
	Essential Requirements	Desirable Requirements	Method of Assessment
Professional / Educational Qualifications	<ul style="list-style-type: none"> 3 standard Grades, or equivalent at level 3 or above 	<ul style="list-style-type: none"> Knowledge of ISO9001 standard 	Application
Relevant Work / Other Experience	<ul style="list-style-type: none"> Time Served; Excellent Inspection Knowledge; Process Driven and Good Product knowledge; Excellent Attention to Detail. Experience operating CMM Machine Qualification in NDE 	<ul style="list-style-type: none"> Industry Knowledge; Quality Process Knowledge. Experience in CMM machine 	Application / Interview & Test
Particular Skills / Abilities	<ul style="list-style-type: none"> Organisational Skills; Ability to work as a member of a team; Ability to work under pressure; Able to work to strict deadlines; Excellent Communicator – Oral & Written 		Application / Interview
Personal Qualities	<ul style="list-style-type: none"> Self-Motivated and able to work without constant supervision; Ability to take initiative; Problem Solving Skills; Polite and Professional Manner; Ability to keep calm under pressure 	<ul style="list-style-type: none"> Flexible “Can Do” attitude. 	Application / Interview
Any Additional Job Related Requirements	<ul style="list-style-type: none"> Willing to keep up to date and undertake training as required. 		Application / Interview

Other Duties

The Job Description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.