



## RECRUITMENT SPECIFICATION

<b>Employer Company:</b>	SIS Manufacturing Limited
<b>Job Title:</b>	QC Inspector
<b>Reporting to:</b>	Production Manager
<b>Staff Reporting Responsibilities:</b>	No direct reports
<b>Location:</b>	Maryport, Cumbria
<b>Contract:</b>	Permanent
<b>Hours of Work:</b>	Monday to Friday – up to 40 hours – Shift system (6am to 2pm/12pm to 8pm) or (6am to 2pm/1.30pm to 10pm) - Flexibility required
<b>Starting Salary:</b>	Subject to negotiation based on experience and skills sets. Applicant can advise of current salary and salary expectations.
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Company pension scheme with up to 3% employer contribution by November 2018</li> <li>• 23 days holiday plus bank holidays</li> </ul>

## ORGANIZATION CHART

See attached – Appendix A

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## JOB DESCRIPTION

### PURPOSE/ MAIN OBJECTIVES OF ROLE

- To monitor and measure the quality standards of finished goods to ensure that all artificial turf products that leave the Factory are fit for purpose, in compliance with the production specification, and is representative of the Company's commitment to the highest quality standards in the sports surface and artificial turf market.
- To assist the Manufacturing Director and Production Manager in the development, implementation, review and continual improvement of quality standards and quality management systems.

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### RESPONSIBILITIES/ ACCOUNTABILITIES/ TASKS

- 1) To be aware of all current product specifications, production methods, testing methods and testing criteria in relation to the production of artificial turf and in particular the carpet latex backing process.
- 2) To monitor backing plant operations to ensure that they meet production standards.
- 3) To inspect, test, monitor and measure materials, products and process equipment, including, but not necessarily limited to:
  - i) Latex viscosity & coverage
  - ii) Perforations
  - iii) Pile height
  - iv) Stitch length
  - v) Moisture content
  - vi) Tuft anchorage
  - vii) Oven temperatures
  - viii) Weight Checks
  - ix) Visual defects – streaks, loops, long ends, latex on face, shrinkage
- 4) To ensure that finished goods which have passed all quality control are removed from process for onward distribution.

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- 5) To ensure that finished goods which fail testing or are rejected, are appropriately and clearly labelled and removed to a clearly marked quarantined area.
- 6) To report and discuss inspection and test data with production managers and shift supervisors as appropriate.
- 7) To maintain accurate records on measurement data, completing all QC paperwork as required, in a timely manner.
- 8) To report faults effectively and immediately; and recommend adjustments or changes where relevant. To implement changes if authorized to do so and ensure any changes are documented in the controlled management system. To implement agreed corrective actions.
- 9) To be responsible for, and liaise with the Maintenance team regarding, the maintenance, servicing and calibration of any test and monitoring equipment; and any process equipment which has a direct impact on quality control eg ovens.
- 10) To contribute to the Quality Management System, ISO procedure development, and the development and production of key performance indicators, as required by the Operations Manager and production team. This shall include attending and contributing to quality management meetings as necessary.
- 11) To participate in the ISO 9001 quality audit process, providing the necessary information and assistance to the auditors, internal and external, as required. To carry out internal audits as required.
- 11) To assist in the investigation of quality customer complaints and quality incidents as required.
- 12) To undertake any other duties which may be required from time to time, which shall be appropriate to the scope and nature of the role and the capabilities of the post-holder.

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## **Key Interfaces:**

- External Interfaces
  - Quality auditors & certification bodies
  - Regulatory Authorities

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- Test equipment suppliers
- Internal Interfaces
  - Manufacturing Director
  - Production Manager
  - Sports Systems Development Manager
  - Shift Managers
  - Tufting & Backing Plant Operatives

## PERSON SPECIFICATION

<b>KEY SELECTION CRITERIA FOR APPLICANTS</b>		
<b>Selection Area</b>	<b>Essential/ Desirable</b>	<b>Selection Competency/ Quality</b>
<b>Education/ Qualifications:</b>	Essential	GCSE Maths and English – Grade C or above – or equivalent
	Desirable	NVQ qualification or equivalent in a manufacturing or production discipline relevant to Quality Control
<b>Experience:</b>	Essential	<ul style="list-style-type: none"> <li>• Proven experience in QC standards and testing methodologies</li> <li>• Experience in conducting quality audits and incident investigations</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Experience in QC testing and inspection of carpet tufting and backing machinery</li> <li>• Experience in the production of artificial grass products</li> </ul>
<b>Knowledge/ Skills:</b>	Essential	<ul style="list-style-type: none"> <li>• Knowledge of manufacturing methods and measurements</li> <li>• Sound working knowledge of quality systems, particularly ISO 9001, with an understanding of</li> </ul>

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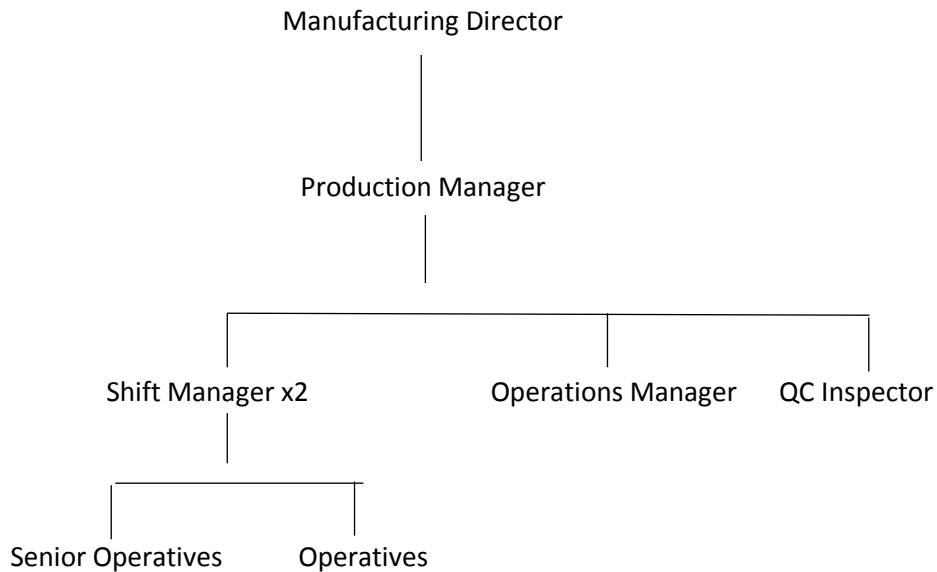


		<p>customer standards, product specifications, quality control procedures and auditing</p> <ul style="list-style-type: none"> <li>• Knowledge of QC testing equipment and data processing</li> <li>• Good communication, reporting and inter-personal skills to facilitate staff engagement and understanding of Quality Control, inspection methods and management of out-of-spec product.</li> <li>• Computer skills – good understanding of Word, Excel and e-mail systems to facilitate data recording &amp; management, communication with management, writing up of any reports, production of key performance indicators</li> <li>• Ability to analyse and solve quality issues to ensure product quality is not compromised</li> <li>• Effective health, safety and environment management skills – including ability to undertake risk assessments, accident reporting, accident investigation, PPE</li> <li>• Ability to record data neatly and to present data analysis accurately, concisely and with relevance to the production process</li> <li>• Ability to identify process improvements with confidence and assertiveness to introduce new ideas and/or to ensure non-compliant product or process is addressed correctly by the production teams.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Understanding of root cause analysis</li> <li>• Statistical analysis</li> </ul>
<b>Behaviours:</b>	Essential	<ul style="list-style-type: none"> <li>• Calm and clear thinking in times of pressure with high production targets</li> <li>• Motivational approach to work with good team engagement skills</li> </ul>



		<ul style="list-style-type: none"> <li>• Logical, meticulous and disciplined in approach to work, with emphasis on accuracy and process compliance</li> <li>• Display high levels of accuracy with an eye for detail</li> <li>• Flexible in approach; receptive to change</li> <li>• Innovative with ability to bring new ideas to increase or enhance productivity and product quality</li> </ul>
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## Appendix A – Organisation Chart



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