



THE WEST GROUP LIMITED

Design & Supply of Fluid Control Solutions & Components

Name: TBC

Job Title: Quality Inspector

Job Role: Reporting to the Quality & Regulatory Manager. Monitor and test the quality of incoming and outgoing products and components to maintain the required quality standards. Actively promote Quality throughout the organisation. Be aware of company and departmental objectives, targets and measurements and assist in the delivery of those targets

Job Responsibilities:

- Approve incoming goods / materials by confirming to specification / inspection requirements inclusive of documentation; conducting visual and measurement tests; rejecting and returning unacceptable products / materials.
- Approve in-process production by confirming to specifications / inspection requirements by conducting visual and measurement tests.
- Approve finished products by confirming to specification / inspection requirements by conducting visual and measurement tests
- Document inspection results by completing reports and logs.
- Document and process customer / supplier returns liaising with production manager and company buyer; completing reports and logs; follow through to closure.
- Maintain traceable records.
- Review supplier First Article Inspection reports
- Assist in developing and implementing quality standards and control systems.
- Liaise with other departments regarding improvements to Internal QMS Procedures and Documents as necessary in addition to the creation and support
- Actively promote CI within the business and the team.
- Actively participate in relevant Kaizen events to promote Continuous Improvement.
- Adhere to a set of personal KPI's set by the Customer Services Manager which support the achievement of the Team KPI's.
- Learn and adhere to operational procedures and systems.
- Actively promote Quality throughout the organisation.
- Provide additional support to The West Group as required.

Required Job Skills:

- Knowledge of inspection and measurement techniques on precision engineered parts.
- Ability to complete inspection reports, ability to read and interpret technical drawings



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- Good communication and interpersonal skills.
- Good analytical and problem-solving skills.
- Microsoft Office knowledge.
- Able to conduct data analytics.
- Proactive.

Team KPI's (Key Performance Indicators):

- Reviewed and updated annually.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regard to the quality management system, general standards, health and safety and confidentiality.