

Calibration Inspector

CLOSING DATE

JOB SUMMARY

Terms & Conditions	TBA	
GRADE	8	Permanent position
HOURS	37 hrs per week	Overtime / extra hours and shift working will be required when the work ramps up to full production

MAIN TASKS / DUTIES / RESPONSIBILITIES

- Calibration of Inspection equipment
 - Working to tight controlled procedures and deadlines to ensure all gauges within calibration date and fit for use
 - Where required re order new and replacement gauges.
 - Ensure all gauges are stored correctly after use and calibration
 - Repair of gauges when required (training will be given)
 - Ensure the database is kept up to date at all times
 - Work with other QA and other department members when external and internal audits take place.
 - Other duties as deemed relevant to fulfil the position.
- You may also be called upon to work in other areas of the quality department

EXPERIENCE AND QUALIFICATIONS

Required	Good sound background in mechanical engineering Good understanding of inspection equipment Computer literate Strong organisational skills Good verbal and written skills
----------	--

JOB CONTEXT

REPORTS TO	Quality department head / QA
------------	------------------------------

PROBATIONARY PERIOD

All employees in new jobs are required to undergo a six month probationary period, during which suitability for the position is assessed.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of the company's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need.

CONTINUAL DEVELOPMENT

The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process.

Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.