



JOB PROFILE

JOB TITLE:
Product Assurance Engineer

DEPARTMENT:
Quality

REPORTING TO:
Quality Manager

MAIN PURPOSE OF JOB:

Conduct internal Product Conformity Assessments, specifically First Article Inspection FAI's (IAW AS9102)

MAIN RESPONSIBILITIES:

- Control First Article Inspection process FAI's
- Ensure FAI reports are created IAW Customer requirements
- Ensure FAI reports are completed correctly
- Review product against drawing and Customer requirements
- Ensure FAIs are conducted in line with Customer lead time
- Host Customers during FAI / source inspection

KEY TASKS:

- Attend daily production meetings to review FAI status for products
- Liaise with Account Managers on FAI status
- Inspect product against Customer drawing and contract requirements
- Review FAI paperwork to ensure it is compliant with AS9102, Customer and contract requirements
- Ensure all change notes and concessions are embodied within FAI report
- Collate all C of C's for all parts within FAI reports
- Host Customers during FAI buy offs

SPECIFIC OBJECTIVES:

- Ensure all FAIs are compliant with Customer and AS9102 requirements
- Ensure FAIs are completed on schedule
- Produce FAI packs for Customers
- Host Customer FAI buy offs
- Ensure all actions resulting from Customer buy offs are closed
- Produce weekly FAI status report
- Attend daily production stand ups to review FAI status
- Implement improvement plans to archive company documentation quality records
- Implement improvement plans to ensure documentation traceability, in line with AS9100

requirements			
REPORTING/SUPERVISORY STRUCTURE:			
<ul style="list-style-type: none"> • Reports directly to Quality Manager 			
QUALIFICATIONS:			
<ul style="list-style-type: none"> • None Specifically required 			
KNOWLEDGE AND SKILLS:			
<ul style="list-style-type: none"> • Knowledge and experience introducing First Article Inspection reports (FAIR) to AS9102 standard is essential • Good understanding of International Standards relating to quality is desirable • Excellent communication skills • Excellent IT skills 			
EXPERIENCE:			
<ul style="list-style-type: none"> • Knowledge and experience in producing First Article Inspection reports (FAIR) to AS9102 standard is essential • Previous experience in hosting Customer audits/assessments is essential 			
BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)			
	LEVEL		LEVEL
Managing Relationships	2	Personal Development	2
Team Working	2	Generating and building on ideas	2
Influencing	2	Planning	2
Gathering and analysing information	2	Deadline Management	2
Decision Making	2	Objective setting	2
SPECIAL FEATURES: (any "out of norm" features of the job"			
JOB HOLDER: Signature & Date:		MANAGER: Signature & Date:	

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.