

# Job Title:

# Quality Engineer

**Department:** Quality

**Headcount No.:** COV338/KID317

**Reports To:** Quality Manager

**Location:** Coventry/Kidderminster

**Issue Date:** 15/07/2025

**Revision No.:** 004

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## Overall Purpose of the Role:

To implement & Control quality, policies, procedures, and documentation within the production environment, to establish conformance to customer specification, and to support production on all quality related issues.

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## Main Responsibilities:

- Communicate effectively with all departments.
- Promotes a culture of involvement, continuous learning, teamwork, and flexibility.
- Compile and report daily / weekly and Monthly KPI figures.
- Manage PPAP process. New product / New tooling submissions.
- Documentation – Ensure Control plans / Flow charts / FMEAs are correct and up to date.
- Maintain a visible 'shop floor' presence to advise and motivate staff.
- Write and maintain Visual Inspection & Gauging standards.
- Manage Quarantine System
- Manage all related Non-Conforming product issues both customer & internal.
- Support the training of Quality Technicians.
- Issue Engineering change requests "SCR". Internally & Customer.
- Perform internal audits. System / Product / process & Layered audits to schedule
- Establish a good working partnership with our customers carrying out customer visits.
- Liaise with our customers & Suppliers regarding quality related issues.
- Managing & facilitating the 8D reporting / Fault finding / root cause tools process.
- Chair internal quality meetings.
- Control NAV system – booking rejects / Purchase orders etc,
- Report quality issues and actions with Shift / Team leaders from each department.
- Lead cross functional teams in data gathering on continuous improvement items and complaint issues based on the 8D / five whys format to assure permanent corrective actions.
- Champions safe working practices always to protect the Health & Safety of all employees.
- Support Holiday cover across shifts where required.

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**Skills, Attributes and Training Objectives:**

- Must be self-motivated.
- Excellent communication skills.
- Understand CMM reports and inform Out of Tolerance results to relevant department.
- CMM programmer (Nonessential)
- Can set up and use Faro Arm scanner.
- Good Knowledge of ISO9001 / IATF16949
- Lead / Internal auditor. Certified.
- Quality Manual and producers – Write and manager.
- FMEA - Write & edit Control plans, Flow charts
- APQP -
- 8D - completion & Root cause analysis (i.e. 5-Why)
- PPAP - Production Part Approval Process.
- MSA – Measurement System analysis. SPC Capability.
- Train others on quality control processes and visual / Porosity standards.
- Implement & manage Continuous improvement techniques.
- Support Production team where necessary
- Train others on X-ray analysis Raw parts
- Excel, Word, PowerPoint.
- Good understanding of Aluminium Die casting and machining.

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**Supervisory Requirements:**

- None

**Education and/or Experience: Advantage but not essential.**

- Previous quality experience or qualification would be an advantage.
- Background of quality in a volume manufacturing environment.
- Full understanding of quality processes and procedures.
- Core Tools Trained
- IATF 16949 / ISO9001 internal / lead auditor certified.

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**Commitment to Flexibility:**

The post holder accepts the need to be flexible in terms of roles, responsibilities, and hours of work to ensure the goals and objectives of the business are met.

**Commitment to Quality:**

Given that quality encompasses all aspects of Evtec Aluminum's business, every employee shares the responsibility to prevent the occurrence of any non-conforming products getting to our customers. All employees have an obligation to identify and record any non-conforming parts or processes through designated channels.

**Work Environment and Conditions:**

Office / Shop floor Based / VDU displays used.