

JOB SPECIFICATION

Job Title	QA Associate
Department	Quality Assurance
Reporting To (Including job title)	QSE Manager
Salary estimate (if known)	Dependent on experience.
Job requirement	Full-time: 37.5 hours per week Core hours: 8am to 5.30pm Monday to Thursday, 8am to 4.30pm Friday

Introduction

Photek Ltd is a privately owned company located in East Sussex currently employing just over 60 people. Our core business is design and manufacture of specialised imaging detectors and systems covering a diverse range of industries from aerospace to biomedical. Applications for such detectors include the detection of single photons and ultrafast cameras capable of sub-nanosecond exposure times.

Photek Ltd. is part of Tibidabo Scientific Industries Ltd., a global leader of highly differentiated technologies in scientific and medical research, life sciences, agriculture, recycling, aerospace, defence and security, and industrial markets.

Job Summary

Responsible for supporting in the control and management of all documentation and processes related to the Quality Management System (QMS), Environmental Management System (EMS), and Health & Safety (H&S).

As a Quality Assurance Associate, you will play a key role in ensuring the quality and compliance of engineering processes and products. Working closely with the QSE (Quality, Safety & Environmental) Manager and other departments, you will assist in developing, implementing, and monitoring quality control systems to meet industry standards and customer specifications.

Key areas of responsibility

Goods Inwards Inspection

- Carry out Goods Inward inspection for component parts entering the company ensuring compliance to design specification and contractual requirements.
- This includes visual inspection, manual measurements, and programming and maintaining our OGP (Optical Gaging Product) inspection equipment.
- Maintain accurate quality inspection records for traceability, as per the sampling plan, suggesting improvements to process where applicable.
- Complete First Article Inspection Reports (FAIR) where required.
- Analyse quality data to identify trends and recommend improvements to enhance product quality and reduce defects.
- Liaise closely with the Engineering, Purchasing and the Production teams to identify and address quality issues promptly.

JOB SPECIFICATION

Calibration

- Ensuring all measurement equipment is maintained and calibrated in accordance with the company's internal procedures.
- Maintain calibration records.

QMS Support

- Maintain, update, and organise all documentation related to the Quality Management System (QMS), Environmental Management System (EMS), and Health & Safety (H&S).
- Support the implementation, monitoring and improvement of processes to comply with our quality and safety standards.
- Ensure accurate version control and accessibility of critical documents for relevant stakeholders.

Compliance and Auditing

- Conduct and assist with internal and external audits and inspections to verify adherence to the QMS, EMS, and H&S regulations.
- Coordinate corrective and preventive actions based upon audit findings and follow up on action implementation.

Training Coordination

- Assist in organizing and tracking internal and external employee training, including induction of new starters, to ensure QMS standards are maintained.

Data Analysis & Reporting

- Collate, analyse, and report on quality metrics and trends, process improvements, and document control activities to support continuous improvement initiatives.
- Communicate with relevant departments to ensure clarity and understanding of QMS, EMS, and H&S procedures.

H&S and Environmental Management

- Support initiatives in line with ISO 14001, co-ordinating our waste management and encouraging sustainability practices.
- Co-ordinate all COSHH processes and procedures.

Customer & Supplier Quality

- Collaborate with suppliers and customers to address quality concerns, including RMA's, to ensure quality standards are maintained.
- Co-ordinate final goods inspection prior to shipping.

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Person Specification

Factor	Essential	Desirable
<u>Qualifications</u> A degree or equivalent qualification in engineering, quality management, or a related field.		Y
<u>Experience</u> At least 1-2 years of experience in a quality assurance or engineering support role, preferably in the engineering or manufacturing sector. Strong understanding of quality control processes, inspection techniques, and industry standards. Goods Inward inspection processing and standards.	Y Y Y	
<u>Knowledge</u> Strong knowledge and understanding of international quality standards (ISO 9001 and ISO 14001). Documentation Control experience in line with ISO standards. Ability to support in managing Safety Data Sheets (SDS), COSHH assessments, and risk assessments. Experience with support for both internal and external audits Continuous Improvement mindset	Y Y Y Y	
<u>Skills & Abilities</u> Read and interpret mechanical & technical drawings and documents Excellent verbal and written communication skills Strong Problem Solving skills Excellent personal organisation Dynamic, positive, enthusiastic and possess the ability to think laterally and act through reasoned decision making Ability to work productively, efficiently and effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality	Y Y Y Y Y	