



Job Description (46)

Q A Assistant

Reports To: • Assistant Q A Manager

Job Function/Purpose: • Aiding Assistant Q A Manager in smooth running of Works Q A Office

Principal Responsibilities:

1. Creation and recording of Test Certificates and filing of same for easy retrieval and allocation to Goods Inward Purchase Orders
2. Updating of Test Certificates as appropriate to reflect any special testing
3. Chasing of outstanding certificates to ensure goods are booked in with least delay
4. Copying and producing Test Certificates as appropriate where special certification is required
5. Forwarding Test Certificates to customers as required
6. Assisting with Calibration, maintenance of Calibration records and issue of gauges
7. Issue and filing of drawings
8. Assisting in raising of Purchase Orders for testing, etc.
9. Chasing of tests as required ensuring least delays in production
10. Assisting in monitoring the Standards Library and its issue to ensure no losses occur
11. Assisting with Non Conformances on suppliers and their close out
12. Compiling dossiers
13. Booking in (Goods Inward) assistance
14. To take a responsible approach to health, safety and environmental risks in relation to your own job role and to control the risks or report them to management as appropriate

Prepared By: • Lisa Lawson

Date: 21 April 2008



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15. Fulfil training programs deemed necessary to allow efficient performance of duties and assist in your personal development

16. Any other duties as required, commensurate with job position

Key Measures:

- Standards Library & Calibration records maintenance
- Test Certificate Maintenance
- Liaison with Quality Manager
- Issue & Filing of Drawings

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- Lisa Lawson

Date: 21 April 2008