
Advanced Quality Planning Engineer Job Description

1. General information

The role is to ensure -

- Inputs to manufacturing are quality assured
- Daily problems are resolved quickly to support production

2. Place in the organisation

Direct Manager : Divisional Quality Director
Reports (s) : None

3. Description of duties

- Running daily Quality Improvement meetings
- Operation of company AQP Activities
- Generating PPAP reports and maintaining Control Plans and PFMEA analysis.
- Managing Customer Complaints and returns.
- Managing Projects to improve performance and reduce waste
- Resolving and assisting Production QC with daily problems
- Undertaking Internal Quality Audits
- Supporting Engineering and Production with new projects
- Developing Product Quality standards
- Compiling Monthly KPI data for management Team

Operational Management

Communication

- Ensure that effective and regular communication takes place between teams and individuals related to quality and improvement activities.

Health & Safety

- Effectively ensure that all health & safety regulations and practices are met and adhered to for the safety of employees
- Ensure that full co-operation is given to the Health & Safety Manager in relation to risk assessment and accident reporting incidences

General Responsibilities

- Comply with all health & safety requirements
- Comply with all other company policies & procedures

- Take responsibility for your personal development, identify training needs and request appropriate training as required
- Delivery a seamless interface with internal and external customers as required

Note – this job description is a general guide to the above role and is not indicative of all the activities and functions of the job holder which vary from time to time according to the needs of the business and as instructed by the Director of Quality.

5. Required competencies

Experiences

- Apprentice time served – Experience of tooling and machining
- Injection Moulding or Moulding background would be ideal
- Having worked in fast moving , volume manufacturing/process environment
- 5 years' experience of AQP role in Automotive or similar industry

Qualifications

- MET T4/6, HNC/D or B Eng preferably Mechanical Engineering
- Membership of Chartered Institute of Quality Assurance

Knowledge

- ISO 9001, TS16949
- Auditing Skills
- Minitab
- Microsoft Office IT Literate
- Lean Manufacturing

Skills

- Dealing with Customers, Containment Actions
- Root cause analysis
- PPAP submissions
- SPC / MSA / FMEA
- Six Sigma GB/BB
- Procedure and Work instruction drafting