



POSITION DESCRIPTION STATEMENT

(PDS)

TITLE: QUALITY ENGINEER Level 1

REPORTS TO: QUALITY ASSURANCE MANAGER

I.) PURPOSE OF POSITION

To provide Quality Assurance planning which supports all departments, customers and suppliers. To identify and assure all Quality Assurance requirements from Product Development through Customer service are implemented, using the guidelines established by the Quality system, AS9100 and ISO 9001 Standards.

II.) KEY RESPONSIBILITIES

- Quality Assurance planning - contract review, design review, preparation of procedures, inspection and work instructions, checklists, corrective actions, traceability, as well as the maintenance and retention of records as required by contract. Quality Assurance planning also identifies and makes provisions for the use of appropriate measuring and test equipment.
- Quality Assurance planning requires - adequate knowledge of the products, manufacturing processes and methods. Knowledge of how the products interface with mating parts, the critical nature of the product, and the consequence of its failure to perform to its intended function.
- Statistical Quality planning is used to determine the levels of inspection.
- Perform failure investigations/analysis and failure reporting.
- Perform ISO/Product Audits.

III.) RELATIONSHIPS

- Direct reporting to the QA/QC Manager.
- On a day to day basis will interface with Manufacturing, Contracts, Purchasing, Operations, HR and Engineering.
- External relationships include Suppliers, Customers and Airline Support.

IV.) MEASURES OF PERFORMANCE

- Quality performance as measured by the costs related to quality - prevention, appraisal, internal failure, external failure costs, by reduction of rejects (# PPM).
- Customer Quality Performance Ratings - determined by Quality Systems Audits, product quality, delivery and external rejects. (# Customer audit findings), (# of Customer rejects) (# days late)
- Customer satisfaction - Product Quality and On Time Delivery (# rejects) (# days late)

V.) BACKGROUND AND SKILL

- Technical Degree BS
- Understanding of mechanical drawings and measuring devices.
- Experience in manufacturing environment is desired
- Excellent communication and writing.

It would take a qualified individual 3-6 months to perform at expected job level.

VI.) PERSONAL TRAIT PROFILE

- Highly organized, detail oriented and very thorough.
- Strong proponent of 5s - "way of life".
- Focus on Quality for all tasks, at all levels.
- Resourceful, dependable, follows through on all activities.
- Participates, promotes leadership and motivates associates in team activities.

VII.) SCOPE OF IMPACT OF POSITION RESPONSIBILITIES

This position has a direct impact on customer confidence and satisfaction, aircraft/public safety, determining whether flight critical hardware is serviceable and can be returned to the field for revenue service, and Quality related costs, by reduction of rework and scrap.

Completed by: _____

Date: _____

Supervisor: _____

Date: _____

Approved by: _____

Date: _____

HR: _____

Date: _____