

## JOB DESCRIPTION

<b>Job Title</b>	<b>Quality Inspector</b>
<b>Reports To</b>	<b>Quality Control Manager (QCM)</b>
<b>Function</b>	<b>Inspection of goods received and Final Acceptance Testing / Inspection prior to despatch</b>
<b>Version/Date</b>	<b>February 2025</b>

### Company / Function

The Engineering function is a multi-disciplined team that provides technical support to all other functions and is responsible for product design, innovative product development and the delivery of the complete manufacturing and technical data packs associated with our contracts. The team also provides hands-on support for installation, testing and commissioning of new equipment, both internally and at our customers' sites, all over the world.

### Job Purpose

To work as part of the PEL Production Team to carry out and document the inspection of purchased goods against drawing specifications. To confirm finished product quality meets the project requirements. To assist with assembly / stores demands when required. Raise and communicate any product issues with the QCM & Project Managers. Communicate with all staff / contractors & visitors in a professional and courteous manner.

### Key Responsibilities

1. Inspection Documentation: Ensure that all the inspection paperwork (FAT's / Drawings) are available prior to carrying out inspections. Also ensuring supplier delivery paperwork is noted with inspection comments / approval when returned to stores staff
2. Product Inspections: Carry out purchased product inspections in-line with detailed specifications. Also carry out release inspections at suppliers when required
3. Finished Product Conformity: Carry out final acceptance testing of assembled product and purchased parts for direct supply, to project QC requirements
4. Concerns Management: Ensure that all product / process issues are raised, assist with investigation and implementation of suitable containment action and where applicable work with other staff to implement corrective action
5. Inspection tooling; Ensure inspection tooling remains fit for purpose. Assist with calibrations system when required
6. Health & Safety: Ensure company health & safety requirements are followed and ensure inspection work areas remain safe & tidy. Assist with the correct segregation / handling & disposal of waste material
7. Other: To assist with project builds and stores duties if required. Assist with other reasonable business requirements when needed and / or requested

### **Skills/Experience**

- Ability to read detailed drawings and measure to the specifications detailed.
- Functionally operate PEL product.
- Troubleshoot hydraulic / electrical & functional build failures.
- Ability to navigate & use PEL DMS system including drawing retrieval.

### **Personal attributes and other requirements**

- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff must be able to successfully achieve the relevant security clearances.
- You will be expected to support in-house training programmes, as required.

### **Additional Information**

- Willingness and flexibility to work extra hours when required ensuring project deadlines are met and delivery of product to end user
- Performance review and appraisal will be carried out annually

### **Working Conditions**

- Typically, site based (Newcastle upon Tyne) but occasional travel may be required across the UK and with potential periods overseas when required