

QA / QC Manager

Transvac are world leaders in innovative, custom designed Ejector technology for the Oil & Gas, Nuclear, Water Treatment, Chemical and Food industries. We are a strong IP-led business, growing and changing quickly. We have a state-of-the-art R&D facility for product development and testing, which has resulted in new patents.

For further company information please refer to our website www.transvac.co.uk

We are currently seeking a highly motivated QA/QC Manager to join the Company.

Responsible to: - Operations Director

Responsible for: - Works Inspection; Welding Engineer

Primary Responsibilities

You are the Company authority for Quality Assurance, Quality Control and H&S

Quality

- ISO 9001 Quality Assurance
- To maintain on-going certification
- To maintain and develop a QA system to ensure compliance, including audits, non-conformances, corrective actions & keeping up to date with changes
- Completion of client questionnaires on QA/QC and H&S
- Ensuring quality plans and associated normative documents meet requirements.
- Conducting conformity assessment activities to gain assurance that work activities and equipment meets specified requirements.
- Coordination of NIB inspection personnel and deployment in accordance with manufacturing schedules.
- Identifying surveillance activities (monitoring, witnessing, inspecting) and technical documentation reviews to be undertaken by Nominated Inspection Bodies (NIBs).
- Oversight of NIB activities to ensure surveillance activities are conducted in accordance with agreed requirements.
-

Health & Safety

- Incident/accident/event investigation and reporting
- Responsibility for all activities, including offices and workshop
- Maintenance of a documented system
- To keep up to date with legislative changes
- To ensure compliance with regulations, including first aid, fire risks, risk assessments, COSHH, method statements, office and works assessments
- To carry out duty competency reviews for the works
- H&S inductions of all new employees and sub-contractors working on TSL site
- Selection, issue and maintenance of PPE
- H&S statutory checks, including lifting gear, compressed air, fire and electrical

Secondary Responsibilities

Operations/Facilities

- Responsibility for all aspects of waste management within the Company
- Responsibility for the air conditioning system, central heating system including boilers, fire alarm system, security system, compressed air system, workshop LEV including paint shop, workshop gas heating system
- Responsibility for the management of calibration and maintenance of register for IMT and welding plant
- Responsibility for all aspects of the cranes and fork lift trucks
- Preparation of Technical Data Sheets, Work Instructions and Safety Data Sheets
- Development and maintenance of inspection processes and their documentation
- Final (and stage inspection when required) dimensional inspection on all manufactured goods before despatch

Employee Safety

- Management of fire safety systems & processes including systems check, evacuation drills and provision of fire warden training & cover.
- Provision of first aid, maintenance of consumables, provision of first aider training & cover

Key Skills/Qualifications

- ISO9001 auditor
- NEBOSH
- Apprentice trained in engineering discipline
- High level of computer literacy
- Excellent written English and numerical skills
- Possess a working knowledge of common oil industry equipment and Quality Management/ Assurance standards, i.e. API, NACE, ANSI, ASME, PED
- Ideally hold QC technical qualifications in Welding and NDT at Level 2.
- Ideally hold CSWIP Level 2 Welding Inspector Certification.
- Ideally hold a NACE Level 2 Painting Inspector Certification.

Personal Attributes

- Be self-motivated and confident
- Be a team player
- Be a good communicator with strong inter-personal skills
- Be pragmatic and proactive

Working Hours

Normal working hours are from 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm on Fridays.

Half hour lunch break typically 12.30pm to 1.00pm.

Some flexibility may be required due to the nature of the role.

Holidays

33 days total (including 8 statutory).

25 days floating holiday (3 of these days saved for Christmas/New Year shut-down period).

Other Benefits

Sick pay scheme

Bonus scheme (after 6 months)

Healthcare scheme (after 6 months)

Retirement benefits scheme (after 6 months)

Cycle to work scheme

This is a full-time permanent position, which offers market salary and benefits, along with good prospects for promotion. Transvac is an equal opportunities employer.

To apply please send your CV to jennylucas@transvac.co.uk