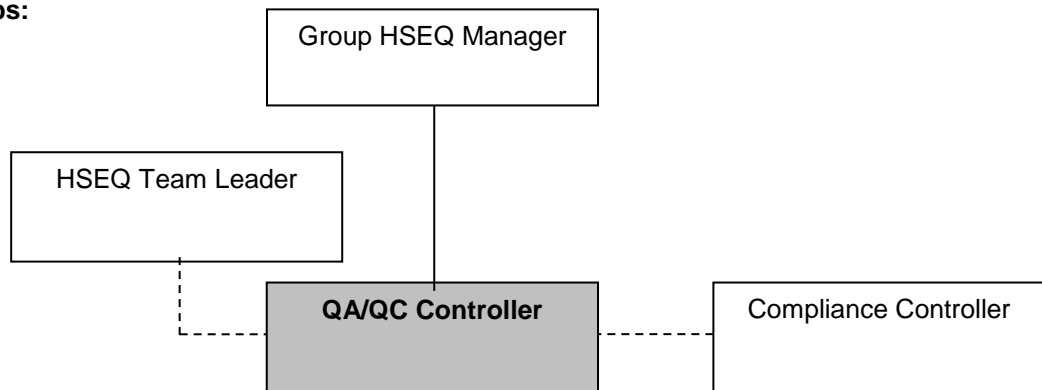


## JOB DESCRIPTION

**1. Position:** **QA/QC Controller**

**2. Reporting Relationships:**



**3. Job Purpose:**

Working in conjunction with the Global Project Services, Engineering and Operations teams to ensure delivery of the TWMA product's quality, processes and strategy are consistent to the highest quality standards and in compliance with all appropriate TWMA/client/legislative requirements.

Review and develop best practice regarding quality assurance and quality control practices ensuring quality is continually driven for continual improvement within TWMA Engineering and manufacturing. To be delivered via planning, coordinating, overseeing and developing QA/ QC processes; maintaining and developing standard operating procedures and creating consistency in line with client/ company strategy, objectives and processes.

**4. Key Responsibilities:**

**4.1 Main Duties:**

- Review procedures, policies and processes, report, recommend and implement continuous improvements
- Attend initial project kick off meetings and advise QA/QC requirements as required for project fulfillment.
- Liaise with Engineering/GPS/Operations on any / all changes to current equipment
- Review and ensure TWMA equipment complies with current legislation / regulations globally
- Control all Skip certification
- Ensure that all inspection reports are accurate and that all attached documents are current status
- Liaise with TWMA global locations, ensuring that equipment is controlled utilising the same Technical Files and processes
- Attend regulation / legislation seminars for information on legislation / regulation changes
- Ensure Pre-Inspections are completed on TWMA equipment prior to load out.
- Complete Post Inspections on TWMA equipment on return from client locations.
- Identifying the separate parts and assemblies involved in TCC Rotomill and ancillary equipment.
- Form and apply a coherent hierarchy of nomenclature used in identifying the parts.
- Assist with ongoing ATEX compliance from TWMA equipment.
- The preparation and control of project quality system management documentation prior to project commencement.
- Coordinate all QA/QC activities with the Group HSEQ Manager
- Track all nonconformance reports



<p><b>4.2 Technical Quality Assurance / Quality Control Advice</b></p> <ul style="list-style-type: none"> <li>• Liaise with Engineering Department to review / obtain required information to assist and build new equipment as required.</li> <li>• Attend pre-contract issue meetings with Global Project Services (GPS) to ensure client quality requirements can be achieved within the given timeframe</li> </ul>
<p><b>4.3 HSEQ:</b></p> <ul style="list-style-type: none"> <li>• Follow all TWMA and HSEQ procedures.</li> <li>• Address any concerns and taking appropriate actions in conjunction with TWMA procedures.</li> <li>• Attending monthly safety meetings with HSEQ personnel.</li> </ul>
<p><b>4.4 Complying with Procedures:</b></p> <ul style="list-style-type: none"> <li>• Ensure all operations comply with the Company and Client operating policies and procedures.</li> <li>• Ensure all operations comply with the Company Health and Safety policy as defined in the Company handbook.</li> <li>• Be aware of company conditions of employment as detailed in the Employee Handbook.</li> <li>• Liaise with HR Department to assure compliance with current employee law legislation.</li> <li>• Keep up to date with other current legislation, legal requirements and regulations that apply to the company.</li> </ul>

This is not an exhaustive list of duties and that all are subject to change should it be required.

This is to certify that I understand all that is expected of me in this job description

Signed:.....

**PLEASE RETURN A SIGNED COPY**

Date:.....