



ROLE PROFILE

General Information

Job Title : Supplier Quality Engineer

Acronym (filled in by HR) : AQIN

Review : 1

Job Purpose

Support the manager in the selection, qualification, monitoring and revaluation processes of new and consolidated Suppliers.

Major Accountabilities

- Create and maintain pertinent Quality Management System procedures and work instructions (e.g.: SOP, WIN; General Quality Conditions, Purchase Specifications).
- Manage and collect quality records required by pertinent Quality Management System procedures and work instructions.
- Monitor Supplier performances, managing the calculation of quality indicators.
- Manage Supplier Concession Requests, purchased product non-conformities requiring and, where appropriate, adequate CAPAs to Suppliers.
- Manage Initial Sampling process.
- Manage activation of reduced inspection strategies.
- Conduct qualification and surveillance audits by Suppliers (only if in possession of lead auditor qualification certificate).
- Support Suppliers in the definition and implementation of improvement/correction plans following Supplier audits, product non-conformities, request for CAPAs.
- Evaluate Supplier process validation dossiers (in collaboration with internal Process Validation Department and Technical Office).
- Communicate with Suppliers about quality topics.
- Cooperate with Technical Office to identify necessary improvements or modifications to technical documentation (e.g.: product drawings, technical specifications).
- Collaborate with Purchasing Office for the implementation of new purchasing sources and alternative sources identification.
- Support Post Marketing Surveillance Department in case of Customer Complaints caused by outsourced productions.
- Support Incoming Inspection Department, in case of complex product non-conformities.
- Support Regulatory Office when information from Suppliers are necessary to register new products or to renew existing product registrations.
- Support the Manager during inspections of Certification/Notified Bodies, Competent Authorities and Agencies.

Background (State the required education, experience level, and competency profile)

Education : Technical Bachelor/Master Degree
In alternative Technical High School Diploma with at least 1 year experience in Quality Department.

Experience : Preferable 1 year experience in Quality Department

Professional Requirement : Preferable Lead Auditor Qualification (accredited AICQ/CEPAS Course - 40h)

Technical/Soft Skills

Description	Advanced	Intermediate	Basic
Knowledge of mechanical drawing ISO norms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



ROLE PROFILE

General Information

Job Title : Supplier Quality Engineer

Acronym (filled in by HR) : AQIN

Review : 1

Technical/Soft Skills

Description	Advanced	Intermediate	Basic
Effective communication (both written and oral)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action oriented/self-starter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
English language (spoken and written form)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of ISO 13485 or ISO TS 16949	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of ISO 9001 (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Quality Controls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficiency in Office automation packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of technology for mechanical parts production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teamwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Read and Approved

Date:

Signature:

Area Vice President's Signature :

15/02/2019

Employee's Signature (for acknowledgement) :