

JOB TITLE	QA Advisor/Certification Engineer
LOCATION	Aberdeen, UK
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

QA Advisor / Certification Engineer has responsibility to support the management, maintenance, and improvement the Integrated Management System (IMS).

They will also own the process for certification receipt, review, endorsement, and control, including collation and compilation of MRBs (Material Records Books).

JOB RESPONSIBILITIES

- Maintain the IMS which conforms to the requirements to the following International and Industry Standards: ISO 9001 and ISO 45001
- Ensuring, in conjunction with the HSEQ Manager, that all staff adhere to all relevant IMS procedures, work instructions and safe systems of work
- Co-ordinate review of material certification, welding, NDE, other special processes, etc
- Collate and compile Certification Data Books for issue to clients
- Ensuring compliance with regulation and clients / regulators requirements
- Review supplier documents such as Inspection & Test Plans, MRB indexes, MRBs and endorse with approval code as applicable
- Attending and contribute to project Kick Off Meetings and Pre-Production Meetings, or similar, to ensure that the HSEQ requirements are defined and understood for the project
- Contributes to management of the non-conformance process and ensures all outcomes and learnings are captured
- Assist in execution of the Audit Schedule for the Business Unit in line with the IMS and project requirements
- Perform internal and eventually external audits to meet the requirements of the audit schedule and the approved vendor list
- Support management of the Approved Vendors List (AVL) in line with the IMS and contractual requirements
- Working with the wider HSEQ Team, work to develop Group standard documents and assessments
- Take on any additional tasks and mini projects, assist in other functions if required
- Deputise for the HSEQ Manager as and when required

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Proven record in working as a HSEQ Professional
- Be able to balance competing priorities, complex situations, and tight deadlines
- Current working knowledge of the industry and the willingness to expand / develop your knowledge
- Knowledge of industry codes and standards
- Basic knowledge of NDE practices, welding, pressure testing
- Strong attention to detail, excellent problem-solving skills
- Prepared to show initiative, propose solutions rather than highlight problems
- Enthusiastic, and willing to accept new challenges, flexibility and adaptability
- Willingness to learn / develop / improve

Education and Experience

- ISO 9001:2015 Internal Auditor Certification
- Experience in maintaining an Integrated Management System
- Experience in the creation/review of Manufacturing Record Books (MRBs) or Data Books
- Document control experience
- Experience in a project driven environment
- Proficient with Microsoft applications including M365