|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference No | Version | Document Title | Date Created / Amended | Replaces | Issued By | Authorised By |
| HRF23 | V2 | Role Profile –QC Inspector | 19/09/2021 | VS1 (Change in Title) | M T STEELE | K REID |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role Profile and Person Specification** | | | | | | | | | | |
|  |  | |  | | |  |  |  | | |
| **Job title:** | Quality Control Inspector | | | | | **Location(s):** | INCHTURE | | | |
| **Reports to:** | Leader-Quality Control | | | **Function:** | | Produce | **Grade** | | | A |
| **Leader of:** | None | | | | | | **Hay Level** | | | 10 |
|  | | | | | | | | | | |
| **Position Summary** | | | | | | | | | | |
| **Key duties – briefly outline the main focus areas for this role:**   * **Follow Health and Safety Policy at all times knowing all responsibilities, promoting a Health and Safety safe culture by ensuring all procedures, risk assessments and SSOW’S are followed at all times.** * Complete Product inspections to ensure Product & Packaging is within ASDA specification. * Complete a full quality assurance inspection of products arriving on site. * Completion of accurate QC Inspections on Prophet without impacting the operation. | | | | | | | | | | |
| * Interact with the site operations to ensure compliance is being maintained at all times. | | | | | | | | | | |
| **Location specific duties:**  **INCHTURE**   * Complete the Label & Pack Inspection and WIBI Inspection on Prophet. * Ensure correct info is printed onto pack label. * Ensure that the correct outer labels are being used. Verify the packaging information against the ‘Customers Quality Summary Sheet’. Ensure that the barcodes on the packaging are correct.     **Operational control**   * An appropriate controlled schedule of date code, pricing and secondary label information must be in use at points in the process where labels are issued, printed and verified. * Secondary label type & placement on pack must be agreed with ASDA prior to application. Quality Attribute Sheets should form part of the specification. Care must be taken to ensure other on pack information is not obscured. * Verification of coding records must be completed at start up, end of run, half hourly and after line disruption (breaks, reel changeover, fire-alarms & breakdowns). * The date codes of the printed information checked should be recorded into Prophet inspection. * Reference samples of the labels checked in production must be retained in Prophet. * Printed information must be legible and printed in the required target area as defined in the specified photographic Quality Attribute Sheet. * Observe the product on the picking table to gain an overview of the quality. Speak to the line operatives and line leaders if there are any quality issues requiring clarification. * Ensure that the operatives are making the correct selections. Potatoes within specification must not be discarded, ensure all potatoes out-with specification are being discarded. * Complete all information asked for in the Prophet Inspections. * Take sufficient final packs to provide approximately 100 tubers and record assessment information into the WIBI Inspection in Prophet (approximately 4 x 2.5kg, 7 x 1.5kg, 8 x1kg) * Assess each potato against the current customer specification and record percentage of faults into the WIBI Inspection on Prophet. * If the number of defects falls within the current specification carry out visual checks on packs at least every 30 minutes. * If the number of defects is on or above the total tolerance further action must be taken:- * Show the operatives the problems you are finding. * Consult with the line leader and determine whether to slow the line or use an additional operative. * Complete a further check after 10 mins to confirm that the specification tolerances are now being met.      * Once the customers specification has been met the final product is released to dispatch. * All follow up checks on problem stocks should be completed within the packing of the first 2 pallets/6 BDUs. If the produce continues to be out of specification the pallets/BDUs may be rejected. If more than 2 pallets/6 BDUs have been packed obtain authorisation from QA Leader/Technical/Production Leader before rejection occurs. * Briefly document all actions on the WIBI Inspection report on Prophet. * Take one pack from each date and load number and place it on the shelf life as instructed in the ‘Procedure For Taking and Assessing Shelf Life Samples’.   **BUNKERED LINES**   * Lines 1and 2 have a bunker system in place for line 8.Lines 4,5 and line 6 have the capability to wash one batch into a bunker for later use whilst packing a different batch. In addition to completing checks on the product being packed all product in the bunkers should be within customer specification or able to obtain customer specification with a one-man final pick. * To achieve this checks must be completed :- * Compete a QC Bin Filling Inspection on Prophet. * Use a basket to collect 100 tubers from the table. Complete a full quality control check. * This product is extremely difficult to reject so the washed and bunkered product must be within specification. Ensure this inspection is complete as soon as it arrives on the picking table.   **ADDITIONAL QUALITY ISSUES**   * The quality of the product includes the packaging and handling of the potatoes. Ensure that the line operatives:- * Gently place the bottom layer of produce in the BDU’s to prevent bruising * Any potato spillages on the floor must only be collected into the red wheeled containers. * Any bags rejected by the check weigher must be reweighed before being accepted. * Ensure all BDU flaps are correctly shut. * BDUs and trays are filled the correct way and contain the correct number of packs. * Ensure that BDU’s are pushed and NOT pulled.   **MONITORING WASTE**   * Monitor the contents of the brock boxes. Ensure that produce within specification is not discarded. Maintain continual communication with the line pickers and clarify the specification to the staff in relation to each batch of potatoes. * Complete regular GIB Inspections on report.   **SHELF LIFE**   * Take samples of completed packs for each job number and date code. Enter samples onto the shelf life platform. * Record shelf life on a daily basis onto the shelf life platform. Report any discrepancies to QA Leader. * Assist Quality Controllers at intake with duties when required * Assist with general packhouse duties when required * Assist with taking and recording temperatures * Assist with taking and recording chlorine * Assist with the calibration of weighheads, scales and measuring * Assisit with weekly GMP audit * Complete daily Peel Test Inspection – report all findings to Inchture Quality group. * Complete daily QC House Inspection – report all findings to Inchture Quality group. * Complete daily Dispatch Inspection – report all findings to Inchture Quality group.   **INCHTURE INTAKE**   * Responsible for operating weighbridge and issuing of weighbridge tickets * Responsible for transferring and maintaining PO information on computer (Prophet) * Sampling of tubers against the current customer specification * Analysing loads for dry matter using hydrometer * Report any issues regarding a poor sample to procurement, technical, QA Leader and senior management. * Reject load if instructed to do so * Perform cook/taste tests when required * Responsible for taking samples for QC house * Monitoring of Hot Box and reporting any findings to management * Maintain cleanliness and tidiness of area * Responsible for the daily cleaning of washers * Record all sample information onto the required computer systems * Assist Quality Controllers at production with duties when required * Assist with general packhouse duties when required * Responsible for the calibrating of the Hydrometer on a monthly basis | | | | | | | | | | |
|  | | | | |  | | | | | |
|  | | | | |  | | | | | |
| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | |
|  | | | | | | | | | **Responsibility** | |
| **Finance:** | | Operating to EDLC | | | | | | | Joint | |
| **Technical:** | | Maintaining quality standards at IPL. | | | | | | | Sole | |
| **People:** | | To ensure that the Company Values are followed at all times | | | | | | | Joint | |
| **Compliance/H&S:** | | Responsibility for following policies & procedures set out by the IPL Compliance team | | | | | | | Sole | |
| **Commercial:** | | Accurate and detailed reports. | | | | | | | Sole | |
| **Operations:** | | Interaction with all Departments to ensure business requirements is met. | | | | | | | Joint | |
| **Legal:** | | Ensuring the product is to ASDA specification at Intake and Out Bound. | | | | | | | Sole | |
| **In addition to the above, you are required to carry out such other duties as may reasonably be required** | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Specification** | | | | | | | |
| **Technical Skills Required (Qualifications, Training, Professional membership) Assessed by** | | | | | | | |
| **Essential:**  Educated to GCSE level A,B or C (or equivalent) in Maths and English  Excellent IT Skills, including PowerPoint, Word, Excel | | | |  | |  | |
| C | |
| I | |
|  | |
|  | |
|  | |
|  | |
| **Desirable:**  Access Database Skills  Produce Knowledge  QC Experience  Basic Food Hygiene Certificate | | | |  | |  | |
| I | |
| I | |
| I | |
| C | |
|  | |
|  | | | |  | |  | |
|  |  | | | | |  | |
| **Experience Required** |  | | | | | **Assessed by** | |
| **Essential:**  Has worked previously in a factory environment | | | |  | |  | |
|  | | I | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Desirable:**  HACCP Knowledge  Food Safety Knowledge | | | |  | |  | |
|  | | C | |
|  | | C | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  |  | | | | | | |
| **Particular Aptitude/Skill Required** | | | | | | | **Assessed by** |
| **Essential:**  Resilient (bounces back when the going gets tough)  A natural communicator  Accurate and concise decision making.  Assertive (willing to be able to challenge the norm)  Self-disciplined  Systematic, Logical and Precise  High level of accuracy | | | |  | |  | |
|  | | I | |
|  | | I | |
|  | | I | |
|  | | I | |
|  | | I | |
|  | | I  I | |
| **Desirable:**  Hungry to grow beyond this role and develop the Team | | | |  | |  | |
|  | | I | |
|  | |  | |
|  | |  | |
|  | |  | |
|  |  |  |  | |  | | |

**Assessment key**

**Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**