

<p style="text-align: center;">ACTOM</p> <p style="text-align: center;">HIGH VOLTAGE EQUIPMENT</p>	SUBJECT	DOCUMENT No. JD138
	ACTIVITY PROFILE: QUALITY CONTROL COORDINATOR	REVISION No. 00
		WRITTEN BY: LS LEHUTSO
		APPROVED AND DATED 20-08-2024

1.0 SCOPE

All functions, duties and responsibilities of the **Quality Control Coordinator**.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Quality Control Coordinator

4.0 DEPARTMENT

SHERQ Department

5.0 REPORTS TO THE

SHERQ MANAGER

6.0 ORGANOGRAM

YES

7.0 QUALIFICATIONS / EXPERIENCE / SKILLS AND ABILITIES

7.1 QUALIFICATIONS

- Grade 12.
- Computer literacy – Microsoft Office
- Artisan or Nation Diploma (Electrical and Mechanical)
- SAIW – Inspector Level 2 / Radiography interpretation and ASME codes of manufacture
- Quality Engineering Diploma / Total Quality Management certificate.
- Internal auditing
- Root Cause Analysis.
- Product knowledge (HV Equipment) and experience will be an advantage.

7.2 EXPERIENCE

- Minimum of 3-5 years of experience based in Quality Management System – ISO9001, Quality control, Eskom Quality Specifications / other requirements.

7.3 SKILLS AND ABILITIES

- Proficiency in quality control software and tools.
- Ability to work independently and as part of a team.
- Attention to Detail: Ensuring accuracy and thoroughness in all quality control activities.
- Analytical Thinking: Ability to analyse data and identify trends and issues.
- Communication: Clear and effective communication with team members and management.
- Problem-Solving: Identifying and resolving quality issues efficiently.

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD138
	ACTIVITY PROFILE: QUALITY CONTROL COORDINATOR	REVISION No. 00
		WRITTEN BY: LS LEHUTSO
		APPROVED AND DATED 20-08-2024

8.0 AUTHORITY

- The Quality Coordinator have the authority to report matters of concern to the relevant Management and to interact with employees on all levels to raise awareness. The SHERQ Manager must be informed on issues of concern.
- Manage quality controllers and their output.

9.0 RESPONSIBILITIES AND ACCOUNTABILITIES

9.1 Quality Assurance

- Support the organization in the development and implementation of quality control procedures and standards.
- Ensure compliance in terms of customer requirements and company policies & procedures.
- Monitor production processes to ensure quality standards are met.
- Ensure that quality dossiers are completed and made readily available.

9.2 Inspection and Testing

- Conduct regular inspections and tests on products and materials.
- Identify defects and deviations from specifications.
- Document inspection results and maintain records.

9.3 Process Improvement

- Analyse quality control data to identify trends and areas for improvement.
- Recommend and implement corrective actions to address quality issues.
- Collaborate with production teams to optimize processes and reduce defects.

9.4 Training and Development

- Train staff on quality control procedures and best practices.
- Develop training materials and conduct workshops.
- Ensure all employees understand and adhere to quality standards.

9.5 Reporting and Documentation

- Prepare detailed reports on quality control activities and findings.
- Maintain accurate and up-to-date quality control documentation.
- Communicate quality issues and resolutions to management.

9.6 Compliance and Audits

- Conduct internal audits to ensure compliance with quality standards.
- Assist with external audits and regulatory inspections.
- Ensure corrective actions are implemented and documented.
- Conduct Corrective action report.
- Conduct root cause analysis.

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD138
	ACTIVITY PROFILE: QUALITY CONTROL COORDINATOR	REVISION No. 00
		WRITTEN BY: LS LEHUTSO
		APPROVED AND DATED 20-08-2024

10.0 SHERQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially around documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality Assurance and Quality Control systems as adopted by the High Voltage Division.
- Ensure that quality incidents are reported immediately.

Accepted by:	
Date:	
Signature:	
Authorised by:	
Date:	
Signature:	