

SUPPLIER QUALITY ASSURANCE ENGINEER, Windsor, CT

The incumbent candidate must be able to support the supplier quality system to achieve the highest levels of efficiency, quality, and cost savings.

1. Works together with Purchasing & Engineering to select and approve suppliers.
2. Develops a supplier audit schedule and ensures audits are conducted on a scheduled basis.
3. Prepares audit reports based on audit findings.
4. Follows up on corrective actions related to audit findings, nonconforming product, or overall supplier performance to ensure effective resolution and timely closure.
5. Maintains master files of supplier audits and correspondence with suppliers per record retention requirements.
6. Works with Purchasing to track ongoing supplier quality performance and work with suppliers on quality issues.
7. Participates in activities required to qualify suppliers and maintain for various levels of approval, such as preferred, dock to stock, and certified suppliers.
8. Interfaces with receiving inspection personnel.
9. Works with Purchasing, Engineering, Manufacturing and Quality Assurance on supplier issues to assure timely acceptance of purchased product.
10. Assists in the development, approval, and maintenance of material specifications, vendor instructions, quality assurance procedures, as well as supplier documents such as Quality Control Plans.
11. Assists in the development and qualification of and vendor located inspection, measurement and test equipment.
12. Collects and analyzes quality information from various quality systems and develops reports as needed for senior management review. Provides recommendations based on trends.
13. Conducts or assists in systems/process/product failure mode analysis and initiation of preventive action as it applies to purchase product.
14. Requests, monitors and reviews Supplier's Production Part Approval Process (PPAP) for approval (Flow Charts, FMEA's, Control Plans, dimensional data, etc.)
15. Understands and is able to review quality records to verify information is correct and complete and that specifications have been met.
- < SPAN style="mso-list: ignore">16. Identifies and drives continuous quality improvement in area of responsibility.

Wynn B. Schoolnik

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