

Quality Team & Responsibilities

David Hill, Jonathan Hill

Joint Managing Directors

- *Overall Responsibility for Quality*
- *Business Planning*
- *Management Review*
- *Plant & Building Maintenance Program*

David Nash

Director

- *Business Development Plan*
- *Management Review*
- *2nd Party Assessments*
- *Determining Customer Satisfaction*

Justine Le Marinel

Manager – Office Administration

- *Contract Review*
- *Material Purchase Processing*
- *Storage of Data & Records*
- *Induction Training*

Malvin Hector

Technical Manager

- *Process Control*
- *Technical Training.*

Peter Day

Production Manager

- *Contract Review*
- *Control of Non-conforming Product*
- *Production Realisation*
- *Induction Training*

•David Youlden

Quality Manager

- *Management Representative QMS*
- *Corrective & Preventive Action*
- *Internal Audits*
- *2nd & 3rd Party Assessments*
- *Non Conformance Investigation*
- *Quality Meetings*
- *Maintenance of training records*
- *Management Review preparation.*
- *Business Development Plan*
- *Document & Data Control*

John Hill Jr.

• *Reel to Reel Manager*

- *Production Realization R2R*
- *Production Line Maintenance R2R*

Anna Langier

Quality Engineer

Chris Millar, Karen Crawford

Inspectors

- *Inspection, Test & Test reports*
- *Goods Inwards Inspection*
- *Calibration*

Eugenia Tranca, Filip Jowza

Shanice Wheeler

Process Chemists

- *Process control*
- *Inspection & Test*
- *Laboratory records are maintained*

Nicola Sargent

Management Support Assistant

- *Monitoring Supplier Performance*
- *Reporting Customer Satisfaction*
- *Induction Training*

Penny Bridger

Health & Safety Advisor

- *Health & Safety*
- *Maintenance of Coshh, RoHS, Reach Records*
- *Environmental legislation updates.*

