

AMPHENOL PHITEK LTD

POSITION DESCRIPTION

Section 1

POSITION IDENTIFICATION

Position Title: Quality and Test Engineer

Incumbent:

Last Update: 3 February 2017

Division: Quality

Reports to: Director of Quality

Functional Relationships: Engineering, Project Management

External Relationships: Test facilities, contract manufactures

Position location: Newmarket, Auckland

Section 2

SUMMARY OF POSITION PURPOSE

The Quality and Test Engineer oversees the certification testing of Phitek development products to international aerospace standards, to ensure that Phitek and customer test specifications are met and completes all supporting documentation as required. In order to do this the Quality and Test Engineer works in close liaison with Test Houses, Customers, and Phitek Project Managers. Additionally, the Quality and Test Engineer provides support for Configuration Control and Quality Assurance activities.

Section 3

DIMENSIONS OF THE POSITION

Number of direct reports: 0

Responsible for (Total group size): 0

Number of sites/locations: 1

Operating expenditure: Nil

Capital expenditure: Nil

Authority to (list all designated financial authorities): Contained in DOA

Section 4
ACCOUNTABILITIES

1. Generation of Qualification Test Plans and Results Documentation
2. Generation of Product Verification Plans
3. Carrying out and supervision of test activities at 3rd party test houses
4. Generation and completion of supporting documentation for certification
5. Carry out Incoming Quality Control/Outgoing Quality Control (IQC/OQC) inspections as required
6. Carry out release of product in support of Phitek’s EASA Part 21G approval
7. Encompasses a culture and practice of continuous improvement
8. Contributes to collaborative team engagement
9. Demonstrates Phitek values in all aspects of work

OUTCOME	KEY TASKS	STANDARDS OF PERFORMANCE
<p>1. Generation of qualification test plans and results documentation</p>	<p>1.1 Generation of Qualification Test Plans to RTCA DO-160 E, F, and G and as tailored by customer and aircraft manufacturer requirements</p> <p>1.2 Generation of Qualification Test Results</p> <p>1.3 Ensuring that Phitek quality, aviation and company specific standards are complied with</p>	<ul style="list-style-type: none"> • Qualification test plans and supporting documentation for certification of new products are thorough and completed in a timely manner • Test results are accurate and completed in a timely manner • All standards are complied with • Documentation is: <ul style="list-style-type: none"> - thorough, considering all relevant technical and qualification details - clear with the right balance of information to convey critical details - have clearly defined outcomes that assist decision making
<p>2. Generation of Product Verification</p>	<p>2.1 Create product verification plans and supporting</p>	<ul style="list-style-type: none"> • Timely error-free plans are created

OUTCOME	KEY TASKS	STANDARDS OF PERFORMANCE
Plans	documentation	
3. Carrying out and supervision of test activities at 3rd party test houses	3.1 Undertake product conformance tests with appropriate test equipment on site at specialist test lab facilities. 3.2 Ensures efficient hand-over of product for environmental and other on-site tests and acts as witness to the testing to ensure procedures are being followed. 3.3 Trouble-shoot any failings and liaise with Phitek engineers and on-site test specialists to deliver any appropriate remedies	<ul style="list-style-type: none"> • Thorough testing is undertaken to minimum quality and test standards • Third party test facilities are employed in a cost-effective way with minimal delays • Phitek is represented in a professional manner at third party facilities
4. Generation and completion of supporting documentation for certification	4.1 Generates and completes supporting documentation for certification including, but not limited to: <ul style="list-style-type: none"> • Flammability statements • Structural substantiation data • Safety analyses • First article inspections 	<ul style="list-style-type: none"> • Documentation meets all certification requirements
5. Carry out IQC/OQC inspections as required	5.1 Undertakes, or supervises the quality inspector to undertake, quality inspections on incoming and outgoing products. 5.2 Create the certificate of conformance prior to product dispatch. 5.3 Checks and balances are clearly defined in certifications (cross-trained) separation duties	<ul style="list-style-type: none"> • Products dispatched to customers are 100% error free. • Non-conforming products are accurately identified.
6. Carry out release of product in support of Phitek's EASA Part 21G approval	6.1 Ensure that the detailed documentation required to support release of product under EASA Part 21G is created, for example but not limited to flammability statements, CID, SS, and FAI. 6.2 Sign Form 1 air worthiness certification as required (note: must have appropriate training and authority to undertake this task).	<ul style="list-style-type: none"> • EASA Form 1s and all required documentation is correct to enable release of product under Phitek's POA
7. Encompasses a culture and practice of continuous improvement	7.1 Sets aside regular time to scan relevant sources of quality testing news and trends 7.2 Reports to colleagues quality and testing trends that may have	<ul style="list-style-type: none"> • Improvement in efficiencies • Advice is appreciated by colleagues

OUTCOME	KEY TASKS	STANDARDS OF PERFORMANCE
	implications for Phitek’s current or future business 7.3 Advises on opportunities to improve testing tools, facilities and processes at Phitek	
8. Contributes to collaborative team engagement	8.1 Actively seeks opportunities to works co-operatively with other departments 8.2 Maintains good working relationships with all staff 8.3 Takes responsibility for own health and safety (H&S) and is considerate of the H&S of colleagues including proactively seeking opportunities to improve operational H&S practices	<ul style="list-style-type: none"> • Team members appreciate the contributions that are made to the team • Departments value the input and relationship with the Quality and Test Engineer • Is regarded as valuable work colleague
9. Demonstrates Phitek values in all aspects of work	9.1 Considers and includes Phitek values in own performance.	<ul style="list-style-type: none"> • Can demonstrate activities and actions that illustrate company values in own work approach

Quality and Test Engineer: Person Specification

Skills

- At least 3 years relevant experience.
- Graduate or Tertiary Engineering Qualifications.
- Knowledge of international aerospace certification standards such as RTCA DO-160 (Boeing and Airbus).
- Ability to work within and co-ordinate with a multidisciplinary team.
- Ability to communicate effectively with outsourced test facilities, Phitek engineering teams, and Project Managers.
- Detail oriented in delivering comprehensive and accurate documentation.
- Ability to balance time constraints with attention to detail.

Experience

- Previous work in the aerospace industry in a related field.
- Electro-mechanical experience.
- Knowledge of product certification for use on aircraft.
- Knowledge of aerospace quality standards.
- Familiar with RoHS and REACH requirements.

Personal Qualities, Competencies & Attributes Required

- Innovative problem solver.
- Exceptional communication abilities both written and oral.
- Strongly outcome focused.
- High level of motivation, drive, and enthusiasm.
- Ability to work independently and overseas.

Other

This role may require overseas travel to contract manufacturers or customers.