



I.- General Data:

<i>Position Title:</i> Quality Audit Manager	<i>Reports to:</i> Regional Quality Manager	<i>Area:</i> Quality Assurance
<i>Positions directly supervised:</i> Quality Systems Supervisor		<i>Divisions:</i> Gates / Atlas

II. Job activities & duties:

<p><u>OBJECTIVES:</u></p> <ul style="list-style-type: none"> ▪ This position is accountable for the listed objectives and responsibilities for all 6 of the Atlas / Gates assembly facilities (Brantford ON, Brandon SD, Greenville SC, Newton IA, Winnipeg MN, Ramos Mexico) ▪ To maintain the most recent interpretations of the quality system requirements and therefore ensure that documented practices meet the true interpretation of the quality management system standards. ▪ To ensure Gates consistently meets or exceeds customer quality requirements in a cost effective manner ▪ To ensure Gates meets all necessary industry regulatory requirements (e.g., ISO, IATF certifications as required) ▪ To ensure that the Quality Management review process for Gates / Atlas facilities is completed in a timely and effective manner and that it satisfies the ISO requirements. ▪ To manage the Internal Audit review process for Gates / Atlas facilities ensuring preparation for 3rd party External surveillance and certification audits ▪ To manage and coordinate all customer related audits and quality systems verifications ▪ To manage the Layered Process Audit system in all Gates / Atlas facilities ensuring compliance to the designed metrics ▪ To manage the gauge calibration program and update the gauge calibration system as per procedural requirements ▪ To design and install quality control process sampling systems, procedures, and statistical techniques as determined by the quality system and customer requirements. ▪ To Work with the management team, to formulate and update quality control policies and procedures as required. ▪ To develop and monitor the economics of any quality control program when required ▪ To participate in the Advanced Product Quality Planning activities to determine appropriate use of existing and new measurement systems during new part start-up requiring new equipment or process design. <p><u>RESPONSIBILITIES:</u></p> <p>Quality Assurance and Control</p> <ul style="list-style-type: none"> ▪ Interpret and support quality policies and implement guidelines to ensure compliance with quality standards and documents. ▪ Make decisions based on research, analysis and thorough evaluation of data. ▪ Assist in maintaining internal and external standards (GPS and ISO 9001). ▪ Work with suppliers to ensure they meet quality requirements set by Gates ▪ Audit processes and documentation to verify compliance to standards. ▪ Lead investigation of, and address, major quality challenges
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- Review corrective solutions and prevent action claims
- Setup, train and review SPC applications.
- Manage the standardization of quality processes as required
- Drive the management of the overall quality management system for Gates / Atlas
- Coordinate with Production and Production Control teams to control all internal processes in order to achieve quality and delivery requirements according to customer specific requirements

Customers

- Lead and Coordinate any customer system or process verification audits.
- Ensure Gates / Atlas meets customer specific quality requirements for existing and new customers and/or products
- Act as the plant responsible representative for quality system related topics

Continuous improvement

- Participate in the identification and sharing of lessons learned and best practices across locations
- Participate in facilitating root cause and corrective action investigations for customer complaints and selected internal NCR's and/or CAR's
- Participate in the Continuous Improvement teams to put in place the necessary processes to drive continuous improvement for quality, including quality related training
- Enhance the engineering function by supporting the identification and implementation of improvements while assisting in the standardization of manufacturing practices
- Implement new technologies for Monitoring/Measuring processes and products.
- Support all new technology programs and deployment for quality
- Guide organization personnel through new practices and certifications

Finance and reporting

- Oversee Gates / Atlas reporting on quality system compliance
- Track and manage effectiveness and closure of all findings from internal and external audits
- Generate audit reports for all supplier audits performed
- Issue supplier Scorecards to all major suppliers to Gates / Atlas
- Meet quality and quality related financial targets set for Gates / Atlas

Compliance

- Lead the Gates / Atlas team to ensure that the division meets all ISO and other requirements.
- Ensure that Gates / Atlas facilities successfully pass all customer quality audits
- Evaluate and recommend alternative auditing procedures for continuous improvement
- Manage necessary compliance related documentation and controls

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III. Profile

Education:

- 4 year Bachelor degree in Engineering, prefer Manufacturing or Mechanical
- Minimum of Five years' experience managing a certified quality management system (e.g. IATF 16949, ISO 9001).

Knowledge:

- Production processes
- Engineer drawing/print, GD&T
- Quality knowledge (system/tools)
- Customer service
- Continuous improvement and Six Sigma principles
- Industry compliance (e.g., ISO)

Skills:

- ISO/TS Lead Auditor certification
- CQE, CQA or equivalent
- Continuous Improvement disciplines – Six Sigma, Lean Mfg, 5 S etc
- Organization and control
- People skills
- Communication
- Leadership
- Customer attention and relations
- Problem solving and root cause analysis
- Ability to travel to customers and suppliers
- Additional demonstrated Audit skills (Internal, Layered, Process & Product audits)

Experience:

- Minimum of Five years' experience managing a certified quality management system (e.g. ISO 9001, IATF 16949).
- Previous Lead Auditor experience.
- Experience in Lean environment.
- Experience leading process improvement projects.
- ISO 9001 Quality Management System.
- Root Cause Analysis / 5 Why and Corrective/Preventive Action.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Basic knowledge of automotive quality systems (APQP, PPAP, Gage R&R, Process Capability)
- Knowledge of assorted quality tools and standards (Gage R&R, Capability, PFD, PFMEA, PCP)
- Working knowledge of quality assurance problem solving tools / techniques (E.g. Six Sigma DMAIC, 8D, 5-Why, Cause & Effect Diagrams, etc.)
- An effective communicator with capability to interact with all layers of management both internal and external to the company

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