



## Job Description

### Job details:

**Job Title:** AEA Aerospace Auditor

**Department:** NQA Field Teams

**Reports to:** General Manager

### About NQA Certification Pvt Ltd:

NQA is part of NTS, the leading independent provider of environmental simulation testing, inspection and certification services in the USA. NQA are world leaders in providing accredited certification, training and support services to help you improve processes, performance and products and services. We have issued over 43,000 certificates to clients in over 90 countries.

NQA is a UK based Certification body specializing in certification to a number of Quality and Management system standards including Quality ISO 9001, Aerospace AS9100, Automotive IATF 16949, Health & Safety OSHAS 18001, Environment 14001, Food Safety ISO/FSSC22000, HACCP, Energy ISO 50001, Information Security ISO27001, ESD 20:20, Medical devices ISO 13485 etc.

In India, NQA is based in Bangalore.

NQA as a global certification body specializes and has vast expertise in the Aerospace sector. Having certified Boeing, NASA, European Space Agency, Lockheed Martin, Sanmina and many other companies. Likewise NQA also has expertise in QMS, EMS, OHSAS and Food Safety.

Some of NQA's clients in India include Boeing India, Rossell Techsys, Triveni Aeronautics, Sansera, Lion Bridge, etc..

NQA has certified more than 50 Aerospace company in India.

NQA India employees is extremely rewarding in both professional and personal capacity. Our culture is unique in that we are a small tight knit team that work hard and passionately towards delivering technical excellence in a strong customer focussed environment.

Team work and collaboration is an essential part of what makes NQA so special and we regularly hold team events and focus on staff engagement to ensure we maintain that "family" environment!

### NQA India's growth in aerospace

- About NQA as an organisation, in particular in high technology supply chains. #1 in US, #2 in UK for aerospace etc
- Investment NQA is making in aerospace
- Our presence in India is over 20 years etc.
- Our values and focus on developing great people

### Job Purpose:

The AEA Aerospace Auditor shall perform audit and training activities on behalf of NQA. The successful candidate will have a successful work history, strong interpersonal and organizational skills with excellent written and oral communication capabilities. Ability to work in a virtual home based environment with extensive travel.

AEA Aerospace Auditors are professionally qualified in accordance with industry and NQA requirements to carry out assessment activities to a spectrum of companies. It is anticipated that this will primarily focus on the aerospace industry but this may involve a variety of management systems standards in the fields of environment, quality, health and safety, aerospace, etc.

This role requires specialised experience including technical, administrative and customer service skills. The AEA Aerospace Auditor is required to work within specific criteria and guidance given in the company documentation.

**Dimensions:**

There are no direct reports or budgetary responsibilities associated with this role.

AEA Aerospace Auditors have responsibility for the safe upkeep of all business equipment supplied including computer, phone etc. AEA Aerospace Auditor may be asked to attend the NQA office location or other locations as necessary

The role will require extensive travel time / nights away within the India and Overseas thus requiring flexibility in periodic absence from home.

**Key Duties and Responsibilities:**

- To assess a client’s documented management system to ensure compliance with recognized accreditation standards. Including AS9100/ISO9001/AS9110/AS9120.
- Exceed NQA client experience standards, be customer and improvement focussed
- To perform management systems assessments and surveillance visits in a timely manner in accordance with the visit schedule. Utilising NQA and third party systems as required (OASIS, EQM)
- To arrange and attend client visits in a timely manner and give appropriate feedback to the client
- To prepare and submit a visit reports including recommendations regarding the issue and withdrawal of certificates in a timely manner to the required standard in English
- Provide timely and accurate reviews of customer corrective action and closure
- To ensure that stage 1 and 2 assessments, surveillance activities and recertification visits comply with the requirements of the Management Systems Manual
- Proactively contribute towards the growth of NQA and enhancement of its good name
- Maintain competence and appropriate auditor approvals, credentials and qualifications. Proactive pursuit of enhancing those credentials and other related credentials as needed.
- To comply with the requirements of the Health and Safety policy and manage risk within their area of the business
- To comply with statutory and NQA corporate governance, anti-bribery and corruption, impartiality and confidentiality policies and requirements

To undertake any other duties as appropriate within their competence, as required by their Head of Unit from time to time.

**Person Specification:**

**Essential**

**Desirable**

Bachelor's degree and minimum of four years of experience in quality management systems within the aerospace sector (or related sector)

Broad knowledge and practical experience of third party accreditation

Minimum 4 years of direct working experience within the aerospace sector (key position not an administration function) within the last 10 years

Current IRCA/IEMA registration

Knowledge and experience of carrying out audits / assessments (ideally 3 <sup>rd</sup> party but 2 <sup>nd</sup> and 1 <sup>st</sup> party would be acceptable)	Familiar with manufacturing processes, special processes (NDT, Heat Treatment, Surface Treatment, Brazing & Welding), software and design & development
Ability to assess against more than one management standard as required	ASNT Level II on NDT
Excellent communication skills	Qualified as an Aerospace Lead Auditor having passed the AATT examination process
Excellent IT skills in particular in use of Word, Excel and Powerpoint	
Working knowledge of risk assessment principles, statistical principles and tools.	
Flexibility to work away from designated workplace	
Proven interpersonal and report writing skills	
Passport and driving license	
Excellent Customer service skills – can recognise customers' needs and strives to provide the best level of customer service	
Flexible approach with the ability to accept change	

<b>Prepared by:</b>	<b>Date:</b>
Amardeep	25 <sup>th</sup> May 2021