



JOB DETAILS	
Job Title	Technical Reviewer
Department	NQA UK - Operations
Reports to	Operations 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.

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!

Job Purpose

To conduct technical review and perform decision making on audit reports submitted by auditors on audits conducted in UK and other International regions, as assigned by ensuring impartiality and prevent conflict of interest.

To provide professional technical and administration support within the International , UK , key accounts, Customer Operations Department and professional advice to the Auditors as required. This may include sector specific skills and knowledge as appropriate.

Key Duties and Responsibilities

- Performing quality technical review and decision making on audits and audit reports vis-à-vis the relevant management system standard and in compliance with requirements of

the latest revision of ISO 17021 and meeting daily targets in terms of decisions made on number of reports without hampering the quality of review.

- Release of certificates to clients by adhering to the set guidelines and contract review updation as and when required.
- Monitoring progress by maintaining the daily log of review and decision making.
- Co-ordinating with the auditors, operations manager and NQA-UK executives for any issue resolution.
- To keep abreast of the latest NQA procedures, operating guidelines/bulletins and the relevant management system standards at all times.
- To undertake any other duties as appropriate within their competence, as required by their Operations Manager from time to time.
- Proactively contribute towards the growth of NQA.

Person Specification	
Essential	Desirable
Bachelor's degree and minimum of two years experience.	Knowledge and experience in quality management system.
Knowledge of -audit principles, practices ,techniques -specific management system standards /normative documents -certification body's processes -client's business sector	Completed Lead auditor course in QMS
Excellent communication skills	
Excellent IT skills in particular in use of Word and Excel	
Proven interpersonal and mailing skills	