

JOB TITLE	Shift SHEQ Auditor
COMPANY	UPP
DEPARTMENT	SHEQ

PURPOSE OF THIS POSITION

The SHEQ Auditor is responsible for performing regular inspection and to ensure that these inspections are executed effectively and timeously. This includes ensuring implementation of quality control procedures and safety standards. The Auditor must maintain awareness of active and developing situations and report on operations within the group while finding potential quality and safety issues. One of the main responsibilities is to accurately identify and report defects and ensure that only high-quality products are produced. The Auditor must strictly follow safety rules and encourage everyone within the group to do the same. The Auditor must monitor procedures and keep records of quality and safety issues.

JOB TASKS & RESPONSIBILITIES

Administration

- Report on all deviations from Company standards and rules.
- Ensure that records are established and maintained to provide evidence that the QMS is being followed.
- Co-ordinate continual improvements of the QMS, ensuring that evidence of corrective and preventive actions taken are recorded and reviewed.
- Ensure that company specifications are adhered to.
- Provide insightful daily and monthly reports to management.
- Communicating with colleagues in order to maintain and improve SHEQ.
- Provide quality support to all areas within the Company as and when required.
- Implementation of ISO 9001:2015 standards.

Waste

- Implement measures to reduce waste and scrap.
- Ensure company compliance with environmental legislature.

Quality

- Ensure that Quality Patrol Inspections, Quality Receiving Inspections, Quality Final Inspections and any other related quality tools that may be used to control a process are conducted.
- Non-Conformance Reports on all internal SHEQ issues.
- Conduct daily observations and internal audits.
- Participate in product trials, recording and reporting.
- Drive Corrective Action Reporting and implementation of findings.
- Participate in continuous improvement projects.

Safety

- Participate in the health and safety system.
- Routine and non-routine health and safety audits.
- Identify safety violations and implement corrective actions.
- Drive housekeeping standards across the company.

Pre-Delivery Inspection

- Ensure that pre-delivery inspections are conducted.
- Report on any deviation of pre-delivery protocols.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Passion for quality.
- Excellent verbal, written communication and presentation skills.
- Excellent computer skills.
- Excellent planning, organizational and time management skills.
- Ability to deal with internal stakeholders.
- The ability to perform independently.
- The ability to perform a variety of tasks simultaneously.
- Knowledge on manufacturing processes and procedures.
- Knowledge on quality management systems.
- Ability to handle and resolve conflict.
- Excellent people skills and the ability to manage key relationships.

MINIMUM REQUIREMENTS

1. Matric
2. Qualification in quality assurance is an advantage.
3. ISO 9001:2015 awareness and implementation training is an advantage.

APPLICATION

- Submit your CV to **Romancia Buys** at rbuys@upap.co.za
- **Proof of qualifications must accompany the application.**