



Job Description

QC Lab Technician

Job Title	QC Lab Technician [V2]
Department	Quality Control
Reporting to	QC Lab Manager
Responsible for	N/A
Location	Standish Site
Hours of Work	Subject to Contract
Contract	Permanent [6 Month probation period]

Job purpose The main purpose of the QC Laboratory Technician is to ensure the quality of all goods entering or leaving the company.

All aspects of site operations must be completed in a safe, timely and professional manner reporting any problems which arise.

- Responsibilities**
- Ensure the timely completion of product testing in process and final analysis / specifications.
 - Prepare pre-shipment samples and ensure accurate documentation
 - Testing of incoming materials, as and when required
 - Carry out project / development work when assigned
 - Carry out procedures relevant to the test equipment calibration schedule
 - Carry out test method training for operators and other assigned deputies
 - Issue of accurate process adjustment instructions to production
 - Complete inspection and test procedures, as specified in the product manufacturing instructions, and complete the respective quality documents in a timely manner
 - Identify non - conforming material or process operations and take action to arrange for re-processing, usage under concession or safe disposal of non - conforming material / product and the completion of the corresponding quality records
 - To inform the Senior QC Chemist or QC Lab Manager immediately of any abnormal situation which cannot be dealt with successfully
 - To authorise changes in product specifications, formulas, and manufacturing instructions. (In the absence of Works QC Chemist
 - Liaise with Senior QC Chemist, QC Lab Manager and/or Managing Director for technical matters and concessions
 - Respond to non-conformance corrective and preventive actions (customer complaints, process failures) in a timely manner. Report to Senior QC Chemist or QC Lab Manager regarding such actions
 - Immediately report any incident which the management need to address using the



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appropriate reporting systems in place

- Respond to required corrective and preventive action in a timely manner
- Ensure that all duties/activities associated within quality control department are carried out in compliance to Health, Safety, Environment and Quality management systems



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Skills / Knowledge / Experience	Essential	Desirable
Ability to follow chemistry testing techniques	X	
Experience working in a busy industrial lab	X	
Practical hands on attitude	X	
Strong verbal and written communication skills	X	
Willingness to comply with safety and quality regulations, including wearing and maintaining PPE	X	
A desire to work with team members to improve processes and product quality	X	
Flexible approach to working	X	
Excellent attention to detail including housekeeping	X	
Calibration	X	
Troubleshooting issues with Lab equipment and processes		X
Good understanding of sampling and product testing		X
Experience of working in a chemical / process type industry [COMAH site experience would be advantageous]		X
Familiar with management systems [9001, 14001 & 45001]		X
Ability to complete root cause analysis and contribute to investigation		X
Understanding of chemical processes		X

Qualifications	Essential	Desirable
BTEC / HNC in Chemistry (or equivalent Level 4 qualification in chemistry)	X	
Educated to Degree level in relevant subject		X
IOSH Managing Safely		X
First Aid training		X
Internal Auditor		X



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Declaration

Your signature below confirms that the aforementioned details are understood and correct at the time of signing. The aforementioned list is not exhaustive and additional responsibilities will be administered as and when applicable.

Agreed and accepted by

Date

Signed on behalf of the Company

Date
