

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A:

JOB PROFILE

1. POSITION		
Name & surname:		
Position title:		Incoming Goods Inspector
Department:		Stores and IQC
Reporting to:		Stores and IQC Manager
2. REQUIREMENTS		
Minimum education (essential):		Grade 12
Minimum education (suggested):		Appropriate university diploma, preferably in engineering.
Minimum applicable work experience (years):		5 Years
Required nature of applicable experience:		Incoming Quality Control experience in the military arena
Computer literacy (essential):		MS Excel (Basic) MS Word (Basic)
Computer literacy (suggested):		Microsoft Dynamics NAV
Language proficiency:		English
Other requirements:		<ul style="list-style-type: none"> ➤ Be a hardworking, driven, self-motivated, ambitious person who will be able to work independently and accurately ➤ Excellent communication skills and the ability to interface with all levels of the organization. ➤ Have a knack for understanding and preventing quality problems ➤ Drive hard for continuous improvement of our products and processes ➤ Should accept full responsibility for and drive the output quality of the company ➤ Should accept full responsibility for achieving the necessary delivery dates to our customers.
3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
Inspection	70%	<ul style="list-style-type: none"> ➤ Ensure correct quality parts are received and verified. – as per your work instruction. ➤ Compare the received parts to the drawing and other available specs,samples if available ➤ Ensure to measure all the dimensions indicated on the drawings – shape, overall dimension, hole's diameters, hole's positions, thickness, etc– as per the AI and technical Data provided. ➤ Carefully inspect all the surfaces for any defect or abnormalities - there shouldn't be any scratches, dents, chips, tool marks ➤ Ensure that If the parts are painted or coated – make sure the finish is smooth, and identical across all the received parts.

		<ul style="list-style-type: none"> ➤ Carefully inspect the received fasteners- correct raw material, correct dimensions, correct finish ➤ Collect the parts form the “Incoming inspection shelf” .Place the parts on the Inspected or rejected shelves after complete inspections and NAV transfers. ➤ Always ensure to report the rejects immediately for actioning. ➤ Ensure you are using the correct measuring equipment. ➤ Make sure the equipment is calibrated and correctly marked. ➤ Always take care of the measuring equipment and store it in the correct location and in correct manner. ➤ Carefully follow the work procedures and instructions. ➤ Distinguish between “Accept and Reject” ➤ Ensure correct quality parts are released. ➤ Verifying and confirming that Inter-fitting parts for a production run do fit together. ➤ Ensure best techniques are properly and consistently utilized for dimensional inspection activities. ➤ Conduct accurate kit inspections ensuring fitment checks when required. ➤ Verify kit items are correct in part number and description when required.
Operations	10%	<ul style="list-style-type: none"> ➤ Assist in the QA and Operations department as required. ➤ Ensure all necessary Quality checks are executed and documented. ➤ Strive to meet KRD’s
Admin	10%	<ul style="list-style-type: none"> ➤ Always make sure your workstation is neat and presentable. Assist with the general housekeeping in your area and the Stores environment. ➤ Updating required information in Navision during inspection process. ➤ Assist with cyclical counts ➤ Assist with half year/yearly stock take.
Reporting	10%	<ul style="list-style-type: none"> ➤ Report the issues you’ve identified.
Ad Hoc	%	<ul style="list-style-type: none"> ➤ Perform any other duties as required by management ➤ Assist with housekeeping and maintain 5S principals. ➤ Assist in all areas of stores and kitting when required ➤ Time keeping adherence.

Please note that your responsibilities may change according to company circumstances but that any such changes will be discussed with you prior to implementation. The employee understands that the scope of their duties may vary according to the exigencies of the company’s business and the employee will be required to adapt and comply with reasonable changes thereof.