

Job Descriptions

1.0 Scope and Objectives

- 1.1 This document defines the job description for each job position defined on the organization chart. The description includes responsibility and approval authority for the QMS.

2.0 Applicability

- 2.1 This document applies to all employees of St. Vrain Manufacturing Company.

3.0 Related Documents

- 3.1 QM-001, Quality Manual, Section 5.5.1, Responsibility and Authority
- 3.2 QM-001, Quality Manual, Section 1.6, Organization Chart

4.0 Responsibilities and Authorities

- 4.1 The president of the company has executive authority and is ultimately responsible for establishing, implementing and maintaining the QMS at St. Vrain Manufacturing Incorporated.
- 4.2 As required, management staff assigns authorities and responsibilities and makes the necessary resources and personnel available to maintain the QMS.
- 4.3 Responsibilities and interrelationships are shown on the St. Vrain Manufacturing Incorporated organization chart, QM-001, Section 1.6. Additional responsibilities and authorities are further defined in Level 2 documentation, operating procedures, work instructions and quality plans.
- 4.4 All employees of St. Vrain Manufacturing Incorporated have the responsibility to ensure that the quality of work required by customer requirements, applicable operating procedures and work instructions is achieved and maintained.
- 4.5 All employees of St. Vrain manufacturing are responsible for initialing or signing and dating all documents they create or revise in order to establish accountability and traceability.

5.0 Specific Responsibilities and Authorities Defined

President

- Establish and ensure distribution of the St. Vrain Manufacturing Incorporated quality policy
- Ensure that subordinate personnel are knowledgeable of the QMS policies and the applicable procedures
- Be a participant in the preparation and maintenance of, and shall have approval authority over the SAE AS9100 compliant QMS and its supporting documents, as required
- Participates in management reviews
- Defines corporate, organizational, operations, sales and marketing structure
- Defines corporate vision and direction
- Defines corporate goals and coordinates facility goals
- Develops new business

- Defines sales and marketing goals in conjunction with corporate vision and direction
- Develops sales plans and forecasts
- Manages contract review and initiation and maintenance of applicable records
- Represents the voice of the customer and manages the system for customer satisfaction
- Develops and reviews the business plan
- Liaison between the customer and production, as necessary
- Initiates the quote process
- Provides quote response to customer request for quote
- Identifies production deficiencies, define required production capabilities and purchase equipment that will satisfy the need
- Participates in corrective and preventive action processes
- Maintains quality records
- Initial or sign and date all documents and revisions

Office Manager

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Ensures that subordinate personnel are knowledgeable of the QMS policies and applicable procedures
- Be an integral participant in the preparation and maintenance of, and shall have approval authority over the SAE AS9100 compliant QMS and supporting documents applicable to the position
- Responsible for implementing the quality policy and ensuring personnel understand the policy
- Participates in management reviews
- Ensures that financial books and records are presented in accordance with accepted accounting principles
- Obtains financial statements
- Provides data from which business decisions can be made
- Ensures information systems are adequate to record, store and disseminate information
- Acts as the liaison between St. Vrain Manufacturing Incorporated and all entities requiring financial information
- Participates in corrective and preventive action processes
- Performs accounts payable and accounts receivable functions as required
- Manages the job folders for all in process jobs
- Maintains human resource records, including training records
- Initiates, recommends or provides solutions through designated channels
- Maintains quality records
- Initial or sign and date all documents and revisions

Operations Manager

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Ensures that subordinate personnel are knowledgeable of the QMS policies and applicable procedures
- Be an integral participant in the preparation and maintenance of, and shall have approval authority over the SAE AS9100 compliant QMS and supporting documents applicable to the position

- Responsible for implementing the quality policy and ensuring personnel understand the policy
- Participates in management reviews
- Determines personnel and equipment requirements and maintains production equipment
- Identify production deficiencies and define required production capabilities
- Directs inspection and test in accordance with quality plans, job travelers and quality control records
- Defines work instructions
- Carries out request for quote, contract review and design control processes as appropriate
- Acts as liaison between St. Vrain Manufacturing Incorporated and customer in regards to manufacturing issues
- Ensures product is manufactured in accordance with all applicable requirements, including, but not limited to, purchase orders requirements, drawings, travelers, specifications, instructions, special characteristics, environmental, etc.
- Ensures, as appropriate, that the basic concepts, such as variation, control, capability and over adjustment, are understood throughout the organization
- Participates in corrective and preventive action processes
- Initiates, recommends or provides solutions through designated channels
- Acts as liaison between production and other company departments, as necessary,
- Purchases raw material and hardware required for customer products
- Creates job travelers
- Maintains quality records
- Initial or sign and date all documents and revisions

Quality Manager

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the QMS policies and procedures
- Ensures that subordinate personnel are knowledgeable of the QMS policies and applicable procedures
- Be an integral participant in the preparation and maintenance of, and shall have approval authority over the SAE AS9100 compliant QMS and supporting documents applicable to the position
- Responsible for implementing the quality policy and ensuring personnel understand the policy
- Provide information for direction of quality systems at management review meetings
- Participates in the management review process
- Develops quality assurance plans and maintains the QMS
- Manages quality assurance resources and schedules audits of the QMS
- Manages and maintains a system for calibration of measuring and test equipment
- Monitors the nonconformance system
- Monitors and coordinates quality management systems such as audits, corrective actions, document control and supplier audits and surveys
- Authority to stop production, limit further processing or delivery of nonconforming product until the deficiency has been corrected
- Represents the needs of the customer in internal functions for addressing QMS requirements
- Identifies and records any problem relating to the product, process and QMS
- Verifies implemented solutions

- Acts as the liaison between St. Vrain Manufacturing Incorporated and customers in regards to quality issues
- Carries out request for quote, contract review and design control processes as appropriate
- Participates in corrective and preventive action processes
- Provide inspection support to quality control and production, as necessary
- Initiates, recommends or provides solutions through designated channels
- Maintains quality records
- Initial or sign and date all documents and revisions

Shipping and Receiving Manager

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Ensures that subordinate personnel are knowledgeable of the QMS policies and applicable procedures
- Be an integral participant in the preparation and maintenance of, and shall have approval authority over the SAE AS9100 compliant QMS and supporting documents applicable to the position
- Responsible for implementing the quality policy and ensuring personnel understand the policy
- Participates in management reviews
- Participates in corrective and preventive action processes
- Initiates, recommends or provides solutions through designated channels
- Oversees internal special processes as appropriate
- Oversees external special processes as appropriate
- Oversees shipping and receiving activities
- Acts as liaison between St. Vrain Manufacturing, suppliers and customers in regards to shipping and receiving issues
- Maintains quality records
- Initial or sign and date all documents and revisions

Shop Manager

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Initiates, recommends or provides solutions through designated channels
- Assigns jobs
- Provides technical support to production personnel
- Creates job setup instructions
- Maintains quality records
- Trained in the nonconforming material procedure
- Initial or sign and date all documents and revisions

Inspector

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Initiates, recommends or provides solutions through designated channels
- Performs inspection tasks to determine if product meets customer requirements
- Trained in the nonconforming material procedure
- Initiate and coordinate corrective action activities (Nonconforming Material Report)

- Produce all required quality documentation for customer product Initial or sign and date all documents and revisions
- Initial or sign and date all documents and revisions

Process Planner

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Initiates, recommends or provides solutions through designated channels
- Carries out contract review
- Initiates the job packet and traveler packet
- Maintains quality records, including customer contracts, customer specifications and product models
- Initial or sign and date all documents and revisions

Production Personnel

- Knowledgeable of the St. Vrain Manufacturing Incorporated quality policy
- Knowledgeable of the applicable QMS policies and procedures
- Initiates, recommends or provides solutions through designated channels
- Performs work in accordance with the process traveler
- Creates job setup instructions
- Maintains quality records
- Trained in the nonconforming material procedure
- Initial or sign and date all documents and revisions

6.0 Responsibilities

6.1 St. Vrain Manufacturing Incorporated Personnel

- 6.1.1 be aware of their job description
- 6.1.2 periodically review job description
- 6.1.3 initiate revision when job description changes
- 6.1.4 Initial or sign and date all documents and revisions

6.2 Quality manager

- 6.2.1 issue and control documents, as appropriate
- 6.2.2 ensure documents are regularly reviewed and updated
- 6.2.3 ensure that regular internal audits, that address the continued applicability of this document, are scheduled and completed

7.0 Record Retention

- 7.1 This controlled QMS procedure shall be maintained on the server indefinitely.
- 7.2 Any hardcopy of this controlled document shall be valid for one day after printing.
 - 7.2.1 after one day has elapsed the document shall be used only as a reference document
 - 7.2.2 reference documents must be verified for revision level prior to use
- 7.3 Obsolete documents shall be removed from area of use and disposed of as appropriate.
- 7.4 All quality records associated with this document will be retained for a minimum of one year or the interval specified by customer contract whichever is longer.
- 7.5 As appropriate, all quality records associated with this document are available for customer or regulatory agency review.

8.0 Document Control

- 8.1 Custodian: Quality Manager
- 8.2 Review Activity: Quality Manager
President
Operations Manager
- 8.3 Approval Authority: Quality Manager
President
Operations Manager