Job Description

Department: Quality **Job Title:** QA Auditor **Immediate Superior:** Senior QA

Main Purpose:

To implement the quality and process audit service to the factory in order to ensure the objectives and procedures detailed in the quality manual are achieved and to ensure the safety, legality and quality of the product are adhered to and maintained.

Main Responsibilities:

1. To assist in the operation of the QA function by maintaining satisfactory standards of performance with regard to food safety, hygiene, discipline and health and safety and to bring all the issues arising from these duties to the attention of the Senior QA or Site QA Manager.

2. Auditing:

- a. Process checks
- b. Daily walk rounds
- c. Line sign off when product change over from meat to veg
- d. Sauce sign off during sauce change over
- e. Following up on internal audit/GMP audit non conformances
- f. Glass & plastic audits
- g. Foreign body audits
- h. Ingredient shelf life monitoring
- i. Probe & scale calibration
- j. Water & Air Sampling
- k. Process and post cleaning swabs
- I. Lab sampling and logging.

3. Taste Panels:

- a. Preparing samples, holding and reporting daily taste panel sessions
- b. Washouts
- c. Positive Release
- d. Following up on any taste panel issues by conducting re-sampling and blocking stock
- e. Retention sample sign off
- f. End of Life sampling
- g. QAS and consistency panels as per schedule.
- 4. Assisting the department/factory in preparing for customer visits/audits
- 5. Assisting NPD in attending factory trials
- 6. Conducting various product checks during production, including dimension, weight and temperature
- 7. Conducting CCP checks and/or verifying CCP checks have been completed by production

8. Non Conformances:

- a. Issuing and reporting non conformances
- b. Placing non conforming stock on hold
- c. Issuing concessions (with the guidance from Senior QA /Site QA Manager)
- d. To ensure the hold procedure is followed correctly for any non-conforming raw materials and finished product.
- 9. Collating, auditing and archiving production process paperwork, ensuring document control is correct
- 10. Assisting the QA Supervisor in training and education of production staff with regards to food hygiene and GMP
- 11. To perform other tasks that are of a reasonable request in line with the QA department

Reporting any breaches in food safety to the Business Unit Manager, Production Manager, QA Supervisor and Quality Manager

Person Specification

	Criteria	Assessment
Education and Qualification	Experience within food industry	interview
Work Experience	Experience within food industry	interview
Knowledge, skills and ability	 Auditing skills HACCP knowledge IT skills Ability to deal and interact with different people Ability to work in a team and be self motivated Organisational skills 	Interview Interview Interview Interview Interview Interview