

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
 - l. 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

