

Selas Fluid Processing Corporation

Job Specification

Job Title:	Manager, Quality Assurance
Reports to:	SHEQ Manager
Last Updated:	April 2010

Position Summary

The Manager, Quality Assurance is responsible for the development, administration and maintenance of the Quality Assurance Management System to assure that all products and services provided by Selas meet client expectations, applicable specifications and standards in order to achieve documented quality, reliability and performance levels. This position is also responsible for overseeing ISO certification, Six Sigma and Toyota Lean Manufacturing initiatives.

Key Areas of Responsibility

- Planning and directing quality assurance policies, programs and initiatives
- Development of Quality Management System that assures quality and provides for continuous improvement
- Promotion of Quality Achievement and performance improvement. Through assessing supplier product specifications
- Evaluate new suppliers with Selas Fluid Procurement Dept. Communicate with client and others to resolve corrective actions
- Coordinate all activities within Selas Fluid necessary to maintain ISO 9001, 2008 certification. This includes the implementation of the Linde Integrated Management System.
- Institute Toyota Lean Manufacturing initiatives (Just in time processes (JIT)) to facilitate a more streamlined fabrication process.
- Meet with vendors, customer, quality representatives and company personnel to discuss and resolve quality issues as needed. Perform root cause analyses as needed.
- Develop and maintain Selas Fluid's activities in relation to the Linde Group's Six Sigma Program
- Monitor quality of products and services throughout project base in order to sight areas of improvement and necessary corrective actions
- Develop, review and update quality assurance documentation such as Inspection Attribute Lists, Inspection/Welding Specifications and Vendor Data Requirements for product lines in cooperation with Selas Fluid Engineering and project Management Departments
- Review and acceptance of vendor welding procedures, NDE procedures and Inspection Test Plans
- Hands-on coordination with the Client's personnel and Selas Fluid Engineering, Procurement, Expediting, Site Construction and Project Management departments to improve quality of products and services

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| <ul style="list-style-type: none"> • Identify relevant quality and technical service related training needs and provide solutions to training deficiencies or problem areas |
| <ul style="list-style-type: none"> • Performs other responsibilities associated with this position as may be appropriate |

Required Skills

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| <ul style="list-style-type: none"> • Ability to take an active role in the Health, Safety and Environmental concerns of the company, and lead by example |
| <ul style="list-style-type: none"> • Good communication skills both written and verbal |
| <ul style="list-style-type: none"> • A generalized knowledge of the company's various departments particularly with regard to their functions |
| <ul style="list-style-type: none"> • Working knowledge of ASME, ASNT, and other design codes and standards |
| <ul style="list-style-type: none"> • Good interpersonal skills |
| <ul style="list-style-type: none"> • Proficient computer skills (Microsoft Office, Lotus Notes) |

Education/Experience

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| <ul style="list-style-type: none"> • Bachelor's Degree in Engineering |
| <ul style="list-style-type: none"> • 10 years experience in engineering and quality control with 8 years in industrial shop fabrication |
| <ul style="list-style-type: none"> • Domestic and international experience in related markets |
| <ul style="list-style-type: none"> • Six Sigma Black Belt certification is highly desirable |