

Torr Scientific Ltd requires a **Quality and Health & Safety Management Representative** to maintain its BSI-accredited ISO9001:2015 quality management system and oversee health and safety. The main responsibilities of the role will be:

Quality

- Maintaining the quality management system to the ISO9001:2015 standard.
- Handling complaints and corrective actions.
- Communication directly with Customers and Suppliers.
- Auditing internal processes and leading external audits.
- Maintaining training records.
- Implementing and maintaining company documentation.
- Reporting and presenting data to senior management.
- Actively encouraging continual improvement.
- Risk Management.
- Goods-inward inspection.

Health & Safety

- Implementing and maintaining policies, guidelines and procedures.
- Leading Health & Safety meetings.
- Investigating, auditing and reporting all incidents, accidents, near misses and non-conformities.
- Carrying out risk assessments.
- CoSHH.
- Promoting a Health & Safety culture.

The successful candidate will be conscientious and accurate with a critical eye for detail and a strong team work ethic. They will be diplomatic with strong communication and soft skills.

Applications are welcomed from candidates with experience of managing quality systems, as well as those keen to pursue a career in quality management, though some experience of internal audits and corrective actions is expected; salary will be based upon experience and relevant training will be given.

Applicants should email their CVs and cover letters to i.mcglashan@torrscientific.co.uk.