

TITLE: Quality Audit Manager		SAS-013
REPORTS TO LINE MANAGER: Head of Quality Assurance Division Department for Safety and Security		
DIRECTLY EMPLOYMENT: Required		GRADE RANGE: P4-P5
DATE WRITTEN: May, 2008	DATE REVISED:	DATE REVISED:

Purpose:

To develop and manage the ITER Organisation quality audit programme for both internal audits and external surveillance audits in line with the ITER Quality Assurance Program (ITER QAP).

Major Duties/Responsibilities:

- Develops an Internal Quality Audit Programme for the ITER Organisation.
- Develops an audit surveillance programme for monitoring work performed by Domestic Agencies to check compliance with the ITER QAP.
- Supervises the build up of an ITER quality audit team and arrange suitable training for both auditors and lead auditors.
- Maintains a listing of personnel qualified to perform quality audits, and assigning audit teams to perform each audit.
- Approves, distribute, and maintain the audit schedules, plans, and reports for all internal and external quality audits.
- Implements an effective quality audit program and ensuring implementation of corrective actions is verified.
- Evaluates findings reported on all internal and external quality audit reports and provide reports for Management Review.
- Maintains audit records, such as audit plans, audit reports, documented responses, completed corrective action records.
- Performs quality related activities as directed by the Head of QA Division
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and experience:

- University degree or equivalent in Engineering or Physics is desirable.
- Good communication skills in written and spoken English.
- IRCA (International Register of Certificated Auditors) Lead Auditor qualification is essential.
- Comprehensive knowledge of quality and environmental standards.
- At least 10 years experience in auditing.

- Experience of developing and maintaining audit programs.
- Experience in developing and implementing audit training programs.
- Management skills.
- Experience in the implementation of quality systems in the fusion industry is desirable.
- Experience in the development of Integrated Management Systems is desirable.

Work Direction and Interfaces:

- Reports to the Head of ITER Quality Assurance Division.
- Interacts with members of the ITER Team and Domestic Agency Personnel as required.

Authority/Approval Levels:

This position has authority and approval levels generally defined by the Head of ITER QA Division for his/her scope of work.

Measures of Effectiveness:

- Provides effective monitoring of the ITER Organisation's compliance with the QAP.
- Provides assurance of compliance of the Domestic Agencies with the ITER QAP.
- Provides effective documented audit results to show compliance with 1984. French Nuclear Quality Order.