



Quality Team & Responsibilities

Directors

David Hill, Jonathan Hill

Joint Managing Directors

- *Overall Responsibility for Quality*
- *Business Plan*
- *Management Review*

David Quick

Director

- *Management Representative QMS*
- *Business Plan*
- *Management Review*
- *Training Records*
- *2nd & 3rd Party Assessments*
- *Document & Data Control*
- *Internal Audits*

David Nash

Director

- *Business Plan*
- *Management Review*
- *2nd Party Assessments*
- *Determining Customer Satisfaction*

Management

David Colwell & Malvin Hector

Technical Managers

- *Process Control*
- *Quality Control*
- *Quality Planning*
- *Non-conformance Investigation*
- *Corrective & Preventive Action*
- *Preventive Maintenance*

Peter Day

Production Manager

- *Contract Review*
- *Control of Non-conforming Product*
- *Quality System release certificates*

Justine Le Marinel

Manager – Office Administration

- *Contract Review*
- *Material Purchase Processing*
- *Storage of Data & Records*

John Hill Jr.

Reel to Reel Manager

- *Preventive Maintenance*

Rest of Team

John Nicholson

Inspector

- *Inspection & Test*
- *Quality System release certificate*

Mihaela Maximenco

Inspector

- *Inspection & Test*
- *Measuring & Test Equipment*

Jason Steele

Process Chemist

- *Process control*
- *Inspection & Test*
- *Quality System release certificates*

Nicola Sargent

Management Support Assistant

- *Monitoring Supplier Performance*
- *Progress of Customer Complaints*
- *Reporting Customer Satisfaction*