

Quality Assurance Assessor Job Description

Role Purpose

The Quality Assurance (QA) Assessor – or on some projects the Quality Control Inspector – supports our company's overall QA Manager by delivering the project quality assurance requirements across each project. The role ensures that all roofing and cladding construction activities meet the required quality standards in accordance with Inspection Test Plan (ITP), set up and agreed between Massey Cladding Solutions Ltd and our main clients. The QA Assessor must make sure they collect information on site to show the teams have installed according to relevant specifications and project documentation. The QA Assessor is responsible for conducting inspections, maintaining accurate QA records, guiding operatives on quality procedures and supporting the continuous improvement of quality performance on site.

Key Responsibilities

Quality Assurance & Compliance

- Conduct inspections and tests at defined hold points in accordance with the MCS ITP.
- Verify all materials and installations meet project specifications and quality standards from delivery through final installation.
- Ensure construction operatives and subcontractors are working from the latest construction issue drawings and approved documentation.
- Support the QA Manager in the implementation of the QA Project Plan and overall project quality objectives.
- Monitor construction processes and workmanship to ensure compliance with standards, procedures and ITP requirements.
- Identify quality issues and assist in implementing corrective and preventive actions.

Documentation & Reporting

- Maintain accurate and comprehensive QA records, including test results, inspection reports and audit documentation.
- Update the QA Tracker weekly, ensuring alignment with project progress and quality requirements.
- Prepare and issue required documentation to clients as directed by the QA Manager.
- Ensure Non-Conformance Reports (NCRs) are logged, investigated and progressed toward closure, providing evidence to the QA Manager.

Site Coordination & Communication

- Attend daily briefings with Site Manager (Black Hat Supervisor) to confirm operatives understand QA requirements for each day's activities.
- Participate in clients' Plan of the Day (PLOD) meetings, QA meetings and project coordination meetings as required.
- Liaise closely with Project Managers, engineers, supervisors, contractors and suppliers to ensure quality objectives are achieved.
- Work with MCS site management to support safe systems of work and smooth daily site operations.

Continuous Improvement & Risk Management

- Proactively identify potential quality risks and escalate them to the QA Manager.
- Support periodic reviews and updates of the ITP and QA processes to incorporate lessons learned and best practice.
- Provide training, guidance, and quality coaching to operatives and subcontractors on QA procedures and technical requirements.

Qualifications & Requirements

- SSSTS – CITB Spec SUP touchscreen test / or Managers & Professionals
- First Aid – Mental Health First Aid (3-day course)
- Safety-critical medical (within last 12 months)
- NVQ Level 3 Site Inspections
- CQI qualifications and/or IRCA membership

Skills & Competencies

- Strong understanding of construction processes, quality standards and inspection techniques
- Excellent communication and coordination skills
- Attention to detail with high standards of accuracy
- Ability to interpret drawings, specifications and technical documentation
- Proactive approach to problem-solving and risk identification
- Competent in report writing and QA record management

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Key Working Relationships

- QA Manager (direct reporting)
- Project Managers
- Site Managers & Supervisors (Black Hat / Blue Hat)
- Engineers and Technical Staff
- MCS Subcontractors and Operatives
- Suppliers
- Client representatives

Who's my manager?

Quality Assurance Manager

Where will I work?

Site based across South West and South Wales