



KMG SYSTEMS LIMITED

Station Road, Gamlingay, Sandy, Beds SG19 3HE England

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COMPLIANCE ENGINEER

December 2018 V2

Reporting to: Technical Manager

JOB DESCRIPTION:

The job is to collate/create and maintain the Designer's Risk Assessments in a Company standard format. To ensure designs and build of equipment are in compliance with both regulatory and contractual requirements. Liaise with customers, regulatory bodies, internal departments and suppliers about applicable standards.

Duties/Responsibilities:

- Research into regulatory standards that govern the equipment we design and supply.
 - Keep informed of current standards that cover our machinery and those who operate our machinery in the Food Industry.
 - Maintain our reference database of these standards.

- Research into customer specific standards that we are contractually obliged to conform to.
 - Keep informed of customer specific standards that cover our machinery.
 - Maintain our reference database of these standards.

- Document Preparation
 - To help prepare and maintain our libraries of standard documentation
 - To prepare production documentation as requested by the Project, Design, Sales or Technical department
 - To help introduce new procedures that ensure robust compliance of our legal and contractual obligations

- Departmental Support
 - To support members of the Design Team so they can create their own Designer's Risk Assessments in accordance with Company standards and to support them in ensuring designs are consistent with these and other existing DRAs and in compliance with applicable regulations and specific contractual requirements.
 - To support members of the Projects Team so they can create their own Designer's Risk Assessments in accordance with Company standards and to support them in ensuring designs are consistent with these and other existing DRAs and in compliance with applicable regulations and specific contractual requirements.
 - To support our purchasing team in ensuring parts and equipment we buy are compliant with applicable regulations and specific contractual requirements.
 - To keep the Sales, Technical and Managerial Teams informed of regulatory requirements that might impact on our procedures and/or costs.

Directors:
K L Maddocks MSc
J K Maddocks MA Oxon
H L Weatherley

Company Registration No:
1357835 (England)

Registered Office:
Station Road, Gamlingay
Sandy, Beds, SG19 HE



- Continuous Improvement
 - To visit our customers' sites to review operation of equipment.
 - To review how we could make improvements to our machinery and systems.
 - To feedback these potential improvements to our Design, Projects and Sales Teams.

Necessary Skills and Competencies:

- A broad understanding of engineering and operational requirements of industrial machinery.
- A detailed understanding of current industrial electrical safety control methods and standards.
- Capable of individual research to keep abreast of current regulatory and contractual requirements.
- Capable of communicating well across multiple departments and external suppliers.
- Capable of representing our Company in front our customer's senior teams.
- Capable of reading and understanding engineering drawings and specifications.
- Strong problem solving and time management skills.
- A proven completer finisher.
- Post-Secondary education in material/operations management/engineering or equivalent would be highly advantageous.

If interested and you think you are qualified then applications should be with a letter explaining your reasons for your suitability for the role together with your curriculum vitae.

Send your application:

by email to : recruitment@kmgsystems.com

or by post to: Recruitment, KMG Systems Ltd, Station Road, Gamlingay, Sandy, Beds, SG19 HE