

Job Description Form

Job Title: IATF Accreditation Supervisor

Entity: Bureau Veritas Industrial Services

Location: Mumbai

Reports to (job): IATF Accreditation Support Manager / SSC Sr Operations Manager

➤ Purpose of Position

- Ensure technical compliance of IATF-16949 QMS (BMS for BV CER) with IAOB requirements, analyse detected issues and propose technical improvements to IATF scheme processes.
- Provide technical expertise to the IATF scheme and support countries with clear technical guidelines to improve quality and technically compliant field delivery.

➤ Major Responsibilities

IAOB non-conformities solving

- Overall supervision of IATF EQM process, Witness audits and NCRs solving
- Review new EQM non-conformities, investigate with countries and coordinate analysis
- Propose improvement (corrective actions) of the BMS system according to the analysis of root causes
- Finalize answers on EQM non-conformities in timely manner with EQM reviewer

IAOB non-conformities implementation monitoring

- Monitoring of implementation of approved NCs by IAOB from WA and analyse results
- Verify timely corrections and corrective actions implementation

Technical support network and IATF processes

- Define and supervise necessary technical improvement to IATF BMS processes
- Guide and support IATF network on technical questions
- Answer technical questions from the network (IATF Rules, IATF Standard, IATF SIs, IATF FAQs, etc)
- Perform POV reviews for technical questions and provide guidance as needed

Auditor training, Auditor e-learning – quality of field delivery and compliance with IATF rules

- Maintain Auditor training document with up to date IAOB corrective actions
- Develop Auditor e-learning modules with cases studies

Internal non-conformities answers process

- Review new open items from internal audits, analyse and finalize answers for internal TQR (Technical Quality & Risk Dept)
- Ensure verification of NCs assigned to Internal auditors is performed and analyse results

➤ **Criteria for Performance Evaluation (KPIs)**

- Achieving IATF KPIs for NC closure on "First Time approval" and "Timely response" as per their requirements and publishing the KPI at defined intervals
- Single-handedly Coordinating with BV Certification network for completing RCA of NCs reported in IAOB witness audits
- As a support to IATF Accreditation Support Manager & when needed, ensuring professional management of scheme in respect of liaising with AB during Office Assessments at SSC (no major Non-conformity) as well as other communications with the AB including EQM updates

➤ **Qualification and Experience**

- BSc.or BE
- QMS / IATF Lead Auditor with additional qualifications will be an added advantage
- Expertise in Accreditation and Quality system (experience ≥ 8 years in quality system (automotive industry is a plus, but not mandatory))

➤ **Skills & Qualities:**

- Excellent communication skills in English – oral and written
- International background (having foreign working experience is a plus)
- Establishing and maintaining relationship with the Network.
- General IT skills (Microsoft Office or similar)
- Good presentation Skills