



PPAP Coordinator

Work Schedule

Monday- Thursday 7:00am-4:30pm, Friday 7:00am-11:00am (flexible)

Position Summary

The PPAP (Production Part Approval Process) Coordinator is responsible for ensuring customer and company quality requirements are met. This will include preparation and review of PPAP documentation, responding to customer requirements for any customer mandated quality initiatives related to PPAP process, and interacting with Lab, Engineering, Production and customers as needed. May perform other duties as assigned by senior quality engineer or quality manager.

Responsibilities

PPAP Management (70% of time)

- Performs, maintains, and submits PPAP's, CFAT's, and ISIR's to assure builds meet the drawing and the specifications of the customer.
- PPAP's to include PFMEA, Control Plan, Dimensions, Print notes, PSW, Product Specs, Bubble Print, Pictures
- Verify adherence of supplier PPAP's and maintains traceability between supplier PPAP's, MCL Drawings and customer PPAP's
- Uses supplier portals such as Reliance to submit PPAP's and Deviations
- Updates and maintains PPAP log in an accurate and timely manner
- Opens and closes PPAP jobs in SL
- Keeps track of PPAP metrics and enters information monthly

Specifications (15% of time)

- Works with engineering to ensure that the print and the work instructions are working together to produce what the customer has ordered.
- Create deviations and ensure that customer/engineering changes are properly documented and circulated.
- Inspect, find, and match drawing specs to product specs.

Document Control (10% of time)

- Manage production quality processes and Product Work Instructions.
- Process documents for approval and ensure compliance to ISO requirements.
- Ensures accurate and timely release of all documents.
- Support training for end users.
- Review, sort, manage, report on data as required.

Internal Audits (5% of time)

- Perform Internal Quality Audits.
- Perform Internal Product Audits

Education/Training

- High School Diploma
- 2 year degree or equivalent experience in Quality, preferred
- 2 year experience in a manufacturing environment, preferred
- Lean Manufacturing training and/or experience

Knowledge/Skills/Abilities

- Excellent computer skills with proficiency in formatting, styles and fields
- MS Office, SharePoint, Excel, ERP System (Infor cloud (Syteline), Autodesk Vault
- Flexible and can quickly change from job to job when needed
- Excellent “customer service” provider
- Strong organizational/prioritization skills
- Good analytical/problem solving skills
- Understanding document life cycle
- General blueprint knowledge
- Technical writing skills
- Ability to affectively work with multiple communication tools
- Highly motivated, self-starter
- Ability to work independently and closely with all teams
- Multi-tasking of several projects/tasks simultaneously

Travel Requirements

- None

Physical Requirements

- Be able to lift at least 25 lbs. and up to 50 lbs. for short periods

Materials and Equipment Utilized

- Hand tools (pliers, screwdrivers, calipers, tape measures, etc.)
- Computers, printers, etc.
- Digital camera

Working Environment:

- 90% - Office
- 10% - Manufacturing production floor