

ROLE DESCRIPTION

COMPANY: Lymington Precision Engineers Co Ltd (Senior PLC Group)

JOB TITLE: **Calibration Technician**

REPORTING TO: **Chris Ansell (Quality Control Manager)**

LOCATION: Based at LPE, Gosport Street, Lymington, Hampshire, SO41 9EE

SCOPE AND PURPOSE OF THE JOB:

To maintain, test and repair a variety of instrumentation and equipment. The primary job is to make sure that instruments, gauges and testing devices are calibrated correctly and give accurate readings.

Duties and responsibilities

Using the Gauge Spreadsheets (LPE, Rolls-Royce and Roxel)

- Booking In/Out measuring equipment & recording usage history.
- Using Excel tools to filter gauges required.
- Calling gauges for calibration by sending emails to relevant production managers and team leaders.
- Keeping gauge new calibration dates updated.
- Activating quarantined and/or red taped gauges.
- Booking gauges out to suppliers and recalling them back again.

In House Calibration

- Calibrate micrometers, calipers & DTi's.
- Calibrate thread and plain plug gauges.
- Locating and correctly filling out calibration certificates.
- Creating In House certificates for LPE made gauges.

In House Repair

- Perform basic repair work on gauges that can be mended or serviced.

IFS – Purchasing

- Creating Purchase Orders for:
- Supplier Calibration visits (CMM, Height gauges, etc).
- Gauges for calibration at supplier. ***Packing skills for gauge protection including understanding the LOLER weight lifting regulations.***
- New or replacement gauges
- Receiving Parcels of New or Used calibrated gauges
- Reading and understanding the calibration certificates *Pass, Fail & Wear Allowance*
- Checking gauges have been received according to delivery note and no damage to gauge.
- Receiving gauges on IFS.

- Scanning Certs and updating the gauge spreadsheet.
- Scanning Delivery Notes and storing them correctly.

Customer Owned Gauges

Identifying Rolls-Royce and Roxel gauges from LPE own gauges and keeping them stored in correct cabinets/drawers.

Person Specification:

- Baseline security clearance required
- Full UK driving licence required (as travelling between sites is required)

Qualifications:

- Knowledge in the use and adjustment of manual measuring equipment.
- Understanding of Calibration process for measurement equipment

Personal Skills / Attributes:

- Good attention to detail
- Diligent and methodical
- Good communicational skills