

SKILLS FRAMEWORK FOR MARINE AND OFFSHORE SKILLS MAP - ASSISTANT QUALITY ASSURANCE/QUALITY CONTROL ENGINEER											
Sector	Marine and Offshore										
Track	Production Engineering										
Occupation	Quality Engineer										
Job Role	Assistant Quality Assurance/Quality Control Engineer										
Job Role Description	<p>The Assistant Quality Assurance/Quality Control Engineer assists the quality assurance and quality control (QA/QC) team in inspections and technical testing activities that measure, monitor, and improve the organisation's quality policies and compliance with external regulations and standards.</p> <p>His/Her duties require him/her to work outdoors on the shop floor, within dry docks and on-board ships to support quality inspections and enforcement. He must be meticulous and possess a level of physical fitness appropriate to the job requirements to identify potential quality concerns across the organisation's operations.</p>										
Critical Work Functions and Key Tasks	Critical Work Functions	Deploy quality assurance and quality control (QA/QC) policies, processes and procedures	Key Tasks		Performance Expectations (For legislated / regulated occupations)						
			Aid continuous improvement of production quality by implementing corrective and preventative actions (CAPA)	In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act							
			Assist in quality monitoring data management to compile and track performance								
			Assist in analysing quality assessment reports to identify gaps and improvements								
	Assist in conducting transaction monitoring against quality criteria covering in-process quality oversights										
	Initiate external compliance audits	Apply standard operating procedures (SOPs) as per work area within the QA/QC department	In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act								
		Monitor vendors' compliance to organisation's and regulatory quality standards									
		Assess and ensure products and services provided meet quality specification requirements									
		Escalate instances of non-compliance to team members									
	Coordinate testing and commissioning	Participate in regular internal inspections planning				In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act					
		Apply tools and technology platforms to perform inspection activities									
		Execute tests and inspections in accordance with inspection and test plans (ITPs)									
		Reinstate work areas and equipment upon completion of inspections									
	Documentation and reporting	Document and keep records of inspections in compliance with quality procedures for internal and external audits						In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act			
		Draft technical documents for review									
		Update quality documents related to projects									
Generate report drafts on quality and compliance issues											
Skills & Competencies	Technical Skills and Competencies				Generic Skills and Competencies (Top 5)						
	Big Data Analytics	Level 3			Problem Solving					Basic	
	Business Presentation Delivery	Level 3			Resource Management					Basic	
	Change Management	Level 3			Leadership					Basic	
	Commissioning Coordination	Level 3	Interpersonal Skills	Basic							
	Continuous Quality Improvement	Level 3	Decision Making	Basic							
	Electrical Testing	Level 3									
	Emergency Response Management	Level 2									
	Manufacturing Workflow Management	Level 4									
	Marine Engineering Calculations	Level 2									
	Material Inspection	Level 3									
	Naval Architecture Calculations	Level 3									
	Non-destructive Testing	Level 4									
	Programme Management	Level 3									
	Quality Engineering Integration	Level 3									
	Quality Systems Management	Level 3									
	Service Excellence	Level 2									
Stakeholder Management	Level 3										

	Structural Testing	Level 3	
	Technical Inspection	Level 3	
	Technical Writing	Level 3	
	Value Engineering	Level 3	
	WSH Culture Development	Level 2	
	WSH Performance Management	Level 2	
Programme Listing	For a list of Training Programmes available for the Marine and Offshore sector, please visit: www.skillsfuture.sg/skills-framework/marineandoffshore		

The information contained in this document serves as a guide.