**Job Description**

**Job Title:** PPAP Launch Coordinator

**Department:** Zinc Quality Assurance

**Reports To:** Quality Assurance Manager

**FLSA Status:** Exempt

**Prepared By:** Human Resources

**Prepared Date:** May 2022

**SUMMARY**

Responsible for organizing, completing, and maintaining PPAP submissions to customers. Ensure that Dynacast meets all customer requirements for their PPAP submissions, while assuring that we meet our ISO 9001 and IATF 16949 requirements. Responsible for internal notification of approved PPAP. Continuous improvement of processes and products are an ongoing function of this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinate/prepare PPAPs [Production Part Approval Process] for new projects and engineering changes.

* Request additional information from customers when needed (through Dynacast engineering, sales or directly from customer)
* Communicate PPAP problems as soon as they are identified to get clarification or changes.
* Coordinates all aspects of PPAP elements including first article inspection, dimensional layouts, Gage R&R’s, capability studies and MSA studies.
* Submits IMDS as required
* Maintains PPAP master samples
* Ensure that PPAPs meet customer and ISO 9001 / IATF 16949 requirements when submitted for approval.

Coordinates PPAP Annual Revalidations as required

Coordinate Supplier PPAP submissions

* Aid suppliers in attaining the required documentation needed for submissions

Contributes to team success by accomplishing related results through the meeting of deadlines.

Problem Solving

* Understanding of problem-solving tool methods such as: brainstorming, 8D methodology, CAPA, 5 Why, Fishbone Diagram, Pareto Charts
* Identify, investigate, and analyze root cause(s) for product/process quality issues and/or improvement events.
* Identify, evaluate, and verify corrective/preventive action(s) for product/process quality issues, and/or improvement events.

Ensure compliance and assist with adherence to the Quality Management System.

Perform product and process auditing.

Create, implement, and document quality acceptance requirements according to site procedures.

Ensure Control Plans, FMEAs and associated documentation are implemented effectively and maintained.

Monitoring and documenting quality assurance activities and data.

Participate in multi-functional teams in the development of new products or changes related to current products in meeting customer requirements. Work closely with Program Manager and APQP process to ensure successful PPAP launches.

Other projects as assigned by the Quality Assurance Manager.

**SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities.

**QUALIFICATIONS and COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge and understanding of Core Tools: MSA, SPC, Control Plans, FMEA, APQA, and PPAP. Understanding of a quality related software system. Must be well-organized and proficient in Microsoft Word, Excel, and Power Point.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience. 2-3 years’ experience as an internal auditor is a plus.

**LANGUAGE SKILLS**

Ability to communicate, read, and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to draft routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is required to regularly lift and/or move up to 25 pounds unassisted. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Must be willing and able to travel domestically and internationally.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.

***I acknowledge that I have read and understand the above job description. I acknowledge that I can perform the above essential duties with or without accommodation and I have discussed my accommodations with my supervisor.***

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Product Launch Coordinator Date

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Quality Assurance Manager Date

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Human Resources Date