



Britannia House, Junction Street,
Darwen, Lancashire, BB3 2RB

t: 01254 773718
f: 01254 700254
e: info@wecl.co.uk
w: www.wec-group.com
Reg. in England: 353015
VAT No: 176 4727 75

Project Engineers Responsibility/Duties

- Make Profit for the company
- 100% Customer satisfaction
- 100% Quality

Contract Review

Every job must be Contract Reviewed within maximum 1 day from the date when the customer order has been received.

The Customers Order must be checked against the Quotation. Main points:-

- a) The contract price is correct.
- b) The delivery date is achievable.
- c) The quantities are correct.
- d) The materials are correct.
- e) All additional operations (cleaning, surface finish, painting, sub-contracted work) have been considered in the quotation.

Any correspondence with the Customer must be done in writing.

Enter contract details into the Database to acquire the next Contract Number.

Print, sign and date the Contract Review sheet.

All documents must be filed and saved in the Contract Database in the section “Contract Folders”, by clicking yes on “Create Contract Folders”.

Purchasing

All raw materials and bought in parts must be entered on to a Purchase Requisition and forwarded to the buyer within maximum 2 days from the Customer Order receiving.

Ensure that the Quotation material prices are stated (the buyer must try to better these prices).



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Note! All long lead time items must be dealt with as a priority.

Any internal ordered lasers (flat parts) for batch work will have a 1st off in mild steel/stainless steel sample cut and verified before completing the batch.

When materials/parts ordered have been received make sure the material certificates have been supplied up to no longer than 1 day from the date when materials have been delivered.

All supplier non-conformances must be logged in the database and forwarded to the buyer for actions and preventative actions.

Production

1. You must produce a Gant Chart for all contracts over £10,000, to highlight the critical dates for material delivery and manufacturing deadlines.

2. All job issued to the shop floor must have a Job Sheet with:-

- a) Drawings and revision numbers stated
- b) Special instructions. i.e special materials or manufacturing process
- c) The amount of time required to complete the job
- d) Delivery date

3. A start-up meeting will be organised with the Supervisor/Foreman and the Leading Tradesman, during which all details on the job will be discussed and understood on the drawing.

The meeting will be recorded on the Job sheet, signed by all participants.

4. Under no circumstances the manufacturing/fabrication will start without 90% of the documentation and all drawing & job sheet will being made available for the shop floor.

5. Any customer amendments i.e. Drawings Revisions must be dealt with immediately. The job sheet must be amended and the old drawing destroyed or marked "SUPERSEDED"

6. Customer permission must be in writing on all changes from the customer drawings or specifications.

7. You must visit your jobs in production at least twice a day to ensure that it is being manufactured correctly and in time. Check Job Sheets and drawings are being signed.

8. Any extra costs must be quoted and agreed by the customer before the work is carried out. You MUST ensure this in writing to avoid disagreements after invoicing.

9. All major production non-conformances must be logged in the database. This must be pointed out to your manager to discuss the action and preventative action.



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10. Before Coating i.e. galv/paint you must complete the Pre-Coating/Inspection section of the Final Release document.

11. Pre-Delivery:

When the work has been completed, before you produce any delivery notes you must ensure:

- a) All job sheets have been signed by the foreman/inspectors
- b) All Drawing dimensions have been initialled by the operator and the foreman/inspector
- c) Any special customer critical dimension sheets have been completed
- d) A visual check of the overall quality and finish has been completed
- e) The Final Release Document has been completed and signed.

Note! It is important that the delivery notes mirror what is on the customer's order. This will stop invoice disputes.

Invoicing

Print off a Contract Sheet and check that:-

- a) All purchase raw materials and bought out parts are included with costs
- b) All laser parts are included with correct costs
- c) All labour is included.
- d) Extra Costs added.
- e) The Overall Total is correct.

Check the actual cost with the order price. Any losses must be pointed out to your manager and discussed.

Customer Complaints

All customer complaints shall be dealt with immediately (5 days maximum) and recorded as a non-conformance in the database. This must be pointed out to your manager to discuss the action and preventative action.