

## **Job Specification: Quality Control (QC) Laboratory Technician**

### **Job Purpose**

To support the manufacturing and quality operations of Leeson Polyurethanes by performing analytical and application testing of raw materials and finished polyurethane systems. This role ensures that products consistently meet customer expectations, regulatory standards, and internal benchmarks—while upholding the company's uncompromising commitment to Safety, Health & Environmental (SH&E) excellence.

### **Key Responsibilities**

#### **Core Testing & Quality Control**

- QC Testing of Polyurethane Products: Carry out batch-specific quality control checks in alignment with written instructions on batch process sheets to ensure production consistency.
- QC Testing of Raw Materials: Perform incoming inspections on raw materials, verifying conformity before release for production.
- Application/In-Use Testing: Produce and test polyurethane systems under application conditions based on customer or internal requirements, following guidance from the Technical Manager.
- Finished Goods Inspection Prior to Shipping: Conduct final quality inspections on packed goods to verify compliance before shipment to customers.
- Preparation of Finished Goods Labelling: Collaborate in designing, generating, and printing product labels using designated software, ensuring accuracy and regulatory compliance.

#### **Operational Support Tasks**

- Produce small-scale samples (up to 25kg) using mixing vessels and manual equipment.
- Load chemicals into vessels for formulation and sample preparation.
- Decant, label, and pack finished goods into containers.
- Assist in dispatch operations and handle packaging materials.
- Receive and verify deliveries of raw materials, packaging, and consumables.
- After training, assist in offloading bulk tankers safely and in line with company procedures.

#### **Analytical Testing & Documentation**

- Operate laboratory instruments (e.g., FTIR, DSC, viscometers) for physical and chemical analyses.
- Record results in laboratory notebooks with precision; prepare Certificates of Analysis and contribute to product release documentation.

### **Safety, Health & Environmental (SH&E) Responsibilities**

- Model a proactive safety culture, acting in full compliance with SH&E policies, COSHH regulations, and ICP Group environmental standards.
- Conduct and support lab risk assessments, COSHH reviews, and incident investigations as part of continuous SH&E performance improvement.
- Handle all chemicals and hazardous materials according to safety protocols, and participate in routine emergency drills and toolbox talks.
- Ensure proper segregation, storage, and disposal of chemical and material waste in compliance with environmental controls and applicable legislation (e.g., REACH, CLP).
- Perform regular housekeeping duties to maintain cleanliness and safety in all work areas.
- Handle, segregate, and dispose of laboratory and production waste according to site protocols.

### **Laboratory Operations & Collaboration**

- Maintain a clean and orderly laboratory environment aligned with 5S principles.
- Perform calibration, maintenance, and troubleshooting of laboratory equipment.
- Support the Technical and R&D teams with product evaluation, trials, and problem-solving efforts as needed.
- Contribute to the development and refinement of SOPs and testing protocols.

### **Performance Metrics**

- Productivity: Performance against daily production/testing targets
- Customer Satisfaction: Internal and external quality feedback
- Housekeeping: Cleanliness and organization of work areas
- SH&E Compliance: Adherence to safety and incident reporting standards
- Attendance: Punctuality and presence
- Personal Development: Progress against training and growth goals

### **Candidate Profile**

#### **Education**

- BSc in Chemistry, Polymer Science, Materials Science, or a related field.

#### **Experience**

- 1–3 years in a QC or laboratory environment, preferably in polyurethane, coatings, adhesives, or chemical manufacturing.
- Experience in SH&E practices or quality systems (ISO 9001) is highly advantageous.

#### **Technical Skills**

- Proficient in wet chemistry techniques and use of analytical equipment (e.g., FTIR, viscometers).

- Competent in using software for labelling, LIMS systems, and Microsoft Office applications.

#### Attributes

- Meticulous attention to detail and a strong quality mindset.
- Committed to safe working practices and continuous improvement.
- Able to work independently while maintaining effective communication within cross-functional teams.
- Embraces continuous improvement and is open to developing new processes.
- Builds positive working relationships and collaborates effectively with others.
- Demonstrates a commitment to personal and professional growth.

#### Working Conditions

- Location: On-site at Hermes Close, Warwickshire, within laboratory and production-adjacent environments.
- Hours of Work: Monday – Thursday: 08:30 – 17:00; Friday: 08:30 – 15:00
- Conditions: Regular exposure to chemicals and lab equipment. All work must be performed in strict compliance with SH&E protocols, including mandatory PPE use, safe chemical handling, and emergency readiness.
- Flexibility: Occasional overtime or shift adjustments may be required during peak periods or for urgent quality investigations.