

**Title:** Independent Inspector of the CHSA's Accreditation Schemes

**Location:** Any, required to travel around the UK

**The Cleaning & Hygiene Suppliers Association:** Representing distributors and manufacturers of away from home cleaning and hygiene products, the Cleaning & Hygiene Suppliers Association is run by its members for its members. Standards are in its DNA. It operates six Accreditation Schemes – for manufacturers of plastic-based products, paper-based products and cotton-based products, for manufacturers of cleaning chemicals, for general manufacturers and for distributors of cleaning and hygiene products. The schemes guarantee 'what's in the box is what's on the box'. The Independent Inspector is essential to maintaining the integrity of the Schemes.

**Role description:** The Independent Inspector is quality assurance expert, who is self-employed or working for a relevant consultancy. The individual is responsible for auditing CHSA members at least once a year and auditing all new applicants to the association. The Inspector will work closely with the CHSA Secretariat, the Chair of the Accreditation Schemes, and CHSA members to arrange, conduct and report on the inspections. The Inspector will also provide support and guidance to members as appropriate.

**Responsibilities:**

1. Prepare the annual auditing schedule and arrange the audit visits.
2. In partnership with the CHSA Secretariat, arrange the audit visits to new applicants to the CHSA.
3. Visit members, located throughout the UK, to conduct the audits.
4. Measure and evaluate the products, as required.
5. Manage non-conformances through the disciplinary process.
6. Produce an inspection report following each audit, to be shared with the member, the Accreditation Scheme Chair and the CHSA Secretariat.
7. To produce summary annual / monthly reports for the Accreditation Scheme Chair and the CHSA Governing Council, as required.
8. Advise the Chair of the Accreditation Schemes and the CHSA Council on the evolution and development of the Accreditation Schemes.
9. Stay up-to-date on regulations and best practices.
10. Maintain the confidentiality and integrity of sensitive quality and compliance information.

**Qualifications:**

- The inspector is likely to be a proven quality assurance professional.
- Excellent analytical and problem-solving skills.
- Attention to detail and a high level of accuracy.
- Ability to work independently.
- Strong interpersonal and communication skills.

**How to apply**

Please send you CV to Lorraine Francis [secretary@chsa.co.uk]. Shortlisted applicants will be interviewed by a committee nominated by the CHSA's Governing Council.