

Curriculum Vitae

PETER MANNING

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Personal statement: A loyal, trustworthy and conscientious individual, I have a thorough and logical approach towards any task. I enjoy the challenge of meeting deadlines and can work well under pressure applying a systematic and organised approach to my work with an attention to detail.

Career History:

2000 – Present **Bristan Group Ltd. - Technical Liaison Manager** (April 2012 – present)

- Active participant at all relevant regulatory and industry trade bodies to ensure business interests are represented at all levels.
- Responsible for continually updating the business with developments on all aspects of standard and legislation changes with recommendations for action required.
- To inform and support all customer facing teams of potential/actual changes to relevant standards and legislation.
- Provide technical and regulatory related support throughout the business as required including support to external customers.
- Responsible for researching and assessing mandatory regulatory requirements for potential new export opportunities and business priorities.
- To manage existing scope of UKAS Accreditation, Quality Manual and internal audit schedule conducting regular audits of Lab. test procedures including witness testing.
- Responsible for managing and maintaining all aspects of relevant water using products for the European Water Label scheme.

Achievements

- UKAS scope of accreditation successfully maintained during annual re-assessments including internal audits.
- Created internal audit schedule for UKAS laboratory internal audits, witness testing and equipment calibration.
- Involved with developing a compliance program to identify all relevant mandatory and voluntary approvals and raise awareness and promote a culture of compliance throughout the business.
- Conducted audits of overseas suppliers to ensure 100% compliant with business identified approval requirements.
- Through involvement with Trade Associations, kept the business fully informed on all proposed standard, regulatory and legislative changes so always prepared/compliant.
- Provided business with mandatory requirements for potential export opportunities to markets such as USA, Russia, Ukraine other EU member states.

Technical Admin./Services Continuous Improvement Manager (2010 – 2012)

- Responsible for administration team maintaining internal business systems and ensure all relevant product supporting data is available throughout the business.
- Responsible for the creation and maintenance of product installation instructions and all product supporting technical data.
- Involved with developing a formal New Product Introduction and Engineering Change Note process.
- Liaising throughout the business to ensure relevant standards applied to products.
- Responsible for managing all third party product approvals and submissions and liaising with independent test facilities and certification bodies.
- Providing Group key account customer presentations on industry relevant Regulatory changes and provide advice on how it may impact their business and the industry.

Achievements

- Created/implemented internal check lists to ensure no important information missed.
- Maintained departmental KPI target of 95% for all product supporting data.
- Provided key customer presentations on industry relevant Regulatory changes.

Product Development Manager (2001 – 2010)

- Liaising with other key departments as part of an overall team responsible for the successful introduction of new/resourced products to fulfil business objectives.
- Responsible for a team of 8 engineers co-ordinating projects and progressing the evaluation and testing of product/component samples to meet required specifications.
- Responsible for the production of technical drawings, installation instructions, product technical data sheets and quality control check sheets to support all new and resourced product launches/projects.
- This role required extensive supplier communication to obtain samples, products, component information and included regular overseas manufacturer/supplier visits.
- Responsible for providing valuable technical support throughout the business, working closely with other departments including Design, Marketing, Operations, Supply Chain, Sales and Quality Control.
- Initiated external testing of specific products and materials to obtain independent approval/ certification to ensure customer confidence.
- Providing regular key account customer presentations, demonstrations and training sessions for new/existing products which extended to the sales teams, Customer Services and new internal starters as part of their induction program.

Quality Manager (2000 – 2001)

- Responsible for an inspection team of 8 inspecting and testing random product delivery samples against agreed specification.
- Liaising with suppliers upon receipt of all non-conforming products to agree required corrective action and implementation of preventative action.
- Drive regular Quality meetings with representation from other business areas to improve both product and supply quality and reduce complaints/returns.
- Improve communication throughout the business regarding product quality issues and aid the smooth running of products through the inspection department.

April 1988 – April 2000 John Sydney Ltd. 'Cascade' - Quality Manager

- Managed a small inspection team which evaluated and tested samples of all product and component deliveries and internally assembled products to ensure compliance with relevant standards and internal specification.
- Responsible for the implementation of a quality system into the business to meet the requirements of BS 5750. Writing Quality Plans and Inspection Procedures and document management, inspection records & calibration of all measuring equipment.
- Responsible for the control of all non-conforming items and any corrective action.
- This role involved extensive communication and regular visits to overseas suppliers to ensure consistent quality of supply and resolution of quality issues.

Customer Service Manager

- Role increased to combine both the Returns Department and the Customer Service team where responsibilities included establishing a knowledgeable and efficient team able to assist customers with both technical expertise and spare parts.

Technical Services Manager

- Managing a small but busy returns and spares department including the handling of all customer returns and spare parts stocking and re-ordering.
- Responsible for dealing directly with all customer enquiries/complaints received by telephone, letter or fax and the despatch of spares parts to customers.

Returns Supervisor

- Responsible for receiving and handling of account customer returns which included reworking and fault finding and organising returns to suppliers plus credit authorisations to customers.

Sept. 1979 – April 1988 British Rail Engineering Ltd. - Welding Department Chargehand

- Responsible for prioritising workload through busy engineering department.

Welding Inspector

- Responsible for the inspection and non-destructive testing of various welded products and components.

Qualified Welder

- Fully conversant with various welding techniques including; - MMA, MIG, TIG, Plasma, Oxy acetylene welding/cutting/brazing and profile cutting.

Engineering Welding Apprenticeship

- Completed EITB welding apprenticeship.

Achievements

- 'VOTE' National Welding competition runner up 1982
- Runner-up of BREL Apprentice of the Year 1982
- Winner in 1981 of EITB 'Craftex' Regional welding competition

Qualifications, Education & Training;-

Training

2016	Laboratory Internal Audit Course	(UKAS - external)
2012	Project Leadership	(Bristan - internal)
2011	Coaching Skills	(Bristan - internal)
2011	Developing Teams	(Bristan - internal)
2011	Having Impact & Influencing	(Bristan - internal)
2010	Planning & Organising/Time Management	(Bristan - internal)
2002	Introduction to Management	(Spearhead - external)

1980 - 1982

Northampton Technical College

City & Guilds – Welding & Fabrication Credits

1974 – 1979

Buckingham County Secondary School

GCE Technical Drawing	A
GCE Design & Technology	B
CSE Maths	1
CSE Technical Drawing	1

Hobbies/Interests: Formula 1, Moto GP & BSB (spectating), gardening and DIY

References: Available upon request.