

Department: Quality & Reliability
Job Title: Quality Inspector
Wage Classification: Hourly
Revised Date: 4/06/2023

JOB SUMMARY

Quality inspectors monitor the quality of a company's products or services. They may develop quality control procedures and perform audits.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- Negative drug screen
- Able to work cooperatively with co-workers.
- Adherence to personal protection requirements (safety glasses, etc.)
- Adherence to company general policies and quality procedures.
- Receive and follow work instructions from Supervision.

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions, however, other duties and activities may be required in performance of this job:

- Follow company SOPs and forms and execute them as written.
- Visually inspect parts against specifications using various measuring tools – e.g., digital calipers, micrometers, rulers, etc.
- Document inspection results and determine material disposition.
- Create and distribute Supplier Corrective Action Requests (SCAR) and Material Distribution Reports (MDR)
- Communicate with suppliers regarding non-conforming parts and SCARs.
- Segregate and label nonconforming material
- Communicate nonconforming material record to stakeholders
- Assist with sampling / inspecting nonconformance product for investigations
- Complete the process for inspecting and sampling incoming, and final, products

PHYSICAL JOB REQUIREMENTS

- Lifting up to 25# with no restrictions
- Ability to use hand tools on a regular basis.
- Ability to work with acetones, thinners, epoxies, solders and sealants and other manufacturing materials without irritation.
- Ability to read and interpret parts prints, process sheets, purchase orders and other required documents
- Vision, with or without correction, must be adequate to perform the required job functions

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