

Job title	Quality Control Inspector
Reports to	Quality Control Supervisor

Summary

The Quality Control Inspector is responsible for maintaining that the company's products meet national and international quality standards. In accordance with company Standard Operating procedures and Compliance with ISO:9001 requirements.

Duties and responsibilities

- Ensuring that all testing is performed to the highest standards.
- Monitoring and examining each stage of production.
- Monitoring all inspection and testing equipment to ensure current and valid calibration.
- Carries out hourly and final inspections.
- Labels are produced accurately.
- Ability to communicate inspection results and conclusions with production managers.
- Performing inspections of purchased parts.
- Complies with job safety practices, policies, and procedures as specified in the plant and corporate directives for safe performance of work assignment.
- Maintain the work area and equipment in a clean and orderly condition.

Competencies

- Ability to read prints and specifications.
- Must be able to read, write and communicate using the English language
- Attention to detail. looking for defects in product.
- Data entry. Entering inspection results into database.
- Excellent oral and written communications skills.
- Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability –the individual is consistently at work and on time, responds to management direction and solicits feedback to improve performance.
- Adaptability- the individual adapts to changes in work environment with ability to deal with frequent change, delays or unexpected events.
- Ability to interface effectively with all levels of staff.

Working Conditions:

May be required to work overtime, swing shift or other shift for special program events or deadlines. The noise level in the work environment may be loud.

Physical requirements

PHYSICAL DEMANDS ANALYSIS

POSITION: Quality Assurance Inspector

The physical requirements of the job have been identified below.

N: Never (0% if the time)

O: Occasionally (1-33% ir 2.5 hrs./day)

F: Frequently (34-66% or 2.5-5.5 hrs./day)
C: Constantly (67-100% or 5.5 hrs+/day)

Activity	N	O	F	C
Sitting		X		
Standing			X	
Walking			X	
Driving: Auto or Standard	X			
Extreme Environmental Conditions	X			

Pushing/Pulling

Weight	N	O	F	C
10 lbs. or less				X
11 - 20 lbs.			X	
21 - 50 lbs.		X		
51 - 100 lbs.		X		

Activity	N	O	F	C
Bending at Waist			X	
Squatting		X		
Kneeling/Crouch		X		
Climbing (Stairs or Ladders)		X		
Crawling		X		

Lifting/Carrying

Weight	N	O	F	C
10 lbs. or less				X
11 - 20 lbs.			X	
21 - 50 lbs.		X		
51 - 100 lbs.		X		

The following are performed (N = Never, O = Occasionally, F = Frequently, C = Constantly, R = Repetitively)

Indicate B = Both, R = Right, L = Left

Use of upper extremities
Foot Controls
Handling/Grasping
Keying/Typing
Reaching Above Shoulder

	B	R	L
Use of upper extremities			
Foot Controls			
Handling/Grasping			
Keying/Typing			
Reaching Above Shoulder			