

POSITION:

Quality Control Inspector

DEPARTMENT:

Quality

Function:

To perform routine checks, tests, gauging, and instrument inspections of materials, goods and process, and finished goods in the laboratory environment to assure conformity to standards set forth by the customer and/or the company.

SCOPE:

Internal. Performs routine checks on materials and goods.

External (within company). Interacts with mold shop and assembly operators, supervisors and managers to assure the production of quality products.

External (outside company). Some interaction with customers who visit the company.

RESPONSIBILITIES:

1. Performs assigned routine tests on materials, goods in process, or finished goods where results are compared with customer and/or company quality standards. Reports results to supervisor(s) who will make an analysis and take appropriate or necessary action(s).
2. Inspects visually for obvious defects.
3. Performs detailed visual and mechanical/technical inspection to determine quality of product where limits are not clearly defined. Removes defective parts and places acceptable product back on the line.
4. Notifies operators and supervisors when inspection data exceeds acceptable limits or when major incidents of poor quality are noted.
5. Records results on inspection forms or charts and reports number of defects found. Posts and maintains forms and charts of inspection data, quality levels, or special quality studies.
6. Place "on hold" lots of material or product that exceeds acceptable limits.

REPORTING RELATIONSHIPS:

Reports to the Quality Manager.

EQUIPMENT:

Precision instrumentation including calipers and micrometers.

PHYSICAL CONDITIONS:

Work is conducted in the plant, warehouses and the inspection lab. Hazards are typical for the industrial environment. Routine precautions should be observed.

OTHER:

Other duties as assigned.

EDUCATION AND TRAINING:

Education: High school or technical school education, or equivalent, with an emphasis in mathematics.

Experience. Experience necessary in the plastics injection industry. Experience in quality control in a manufacturing environment is highly desirable.

Skills. Must have excellent mathematics, analytical and communication skills. Must also possess dexterity required to operate gauges and testing equipment, and have excellent vision.

Behavioral Characteristics. Must be self directed and have the initiative and drive for constant improvement in quality and performance. Must maintain a positive attitude and follow the basic principles when dealing with other employees above and below the position. Must listen to understand clearly, give feedback to others, get your pint across, acquire, evaluate, use and communicate information. Must be able to deal with change, ask questions to clarify information, be a team player, and work smarter.

Print Name

Signature

Date