JOB DESCRIPTION: QC INSPECTOR LEVEL I & II

1 PURPOSE

1.1. The purpose of this job description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the QC Inspectors for the company.

2 REPORTING RELATIONSHIPS

2.1. The QC inspector reports to, and is accountable to the QC Manager.

3 JOB REQUIREMENTS LEVEL II

3.1. EDUCATION

3.1.1. Must have a Certificate for GD& T

3.2. LICENSING

3.2.1. Vehicle Drivers License

3.3. EXPERIENCE

3.3.1. 5 year minimum experience for setting up, and inspecting all critical dimensions on various types of Aerospace parts.

3.3.2. 5 year minimum experience for inspecting gold plated and chem filmed parts for plating quality.

3.3.3. 5 year minimum experience for inspecting soldered feedthrus in Hermetic housings to specific standards.

3.3.4. 5 year minimum experience for inspecting Laser welded & Laser Cut parts dimensionally and visually to specific criteria.

3.4. SKILLS, KNOWLEDGE, AND ABILITIES:

3.4.1.1. Ability to interact with employees.

3.4.1.2. Knowledge of operating a manual CMM and visual CMM.

3.4.1.3. Knowledge of using a microscope to inspect parts for defects.

3.4.1.4. Knowledge of using various tools (gage pins, thread gages, micrometer, visual CMM etc.).

3.4.1.5. Demonstrated ability to effectively utilize a computer and associated software.

3.4.1.6. Able to create a standard inspection report as well as First Article Inspection Report.

3.4.1.7. Knowledge of calibration of small tools.

3.5. PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

3.5.1. Prolonged periods of sitting and standing

3.5.2. Ability to lift 40 lbs

3.5.3. Vision and depth perception suitable for use of inspection microscopes

3.5.4. Environment: Climate Control

4 JOB REQUIREMENTS LEVEL I

4.1. EDUCATION


4.2. LICENSING

4.2.1. Vehicle Drivers License

4.3. EXPERIENCE

4.3.1. 5 year minimum experience for inspecting Laser welded & Laser cut parts dimensionally and visually to specified criteria.

4.4. SKILLS, KNOWLEDGE, AND ABILITIES:
JOB DESCRIPTION: QC INSPECTOR LEVEL I & II

4.4.1.1. Ability to interact with employees.
4.4.1.2. Knowledge of using various tools (gage pins, micrometer, visual CMM etc.).
4.4.1.3. Demonstrated ability to effectively utilize a computer and associated software.
4.4.1.4. Knowledge of calibration of small tools and ESD equipment.
4.4.1.5. Knowledge of using a microscope to inspect parts for weld and cut quality.

4.5. PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
4.5.1. Prolonged periods of sitting and standing
4.5.2. Ability to lift 40 lbs.
4.5.3. Vision and depth perception suitable for use of inspection microscopes
4.5.4. Environment: Climate Control

5 DUTIES AND RESPONSIBILITIES FOR BOTH LEVELS I AND II QC INSPECTORS
5.1. To make it understood that “the Customer is our first priority”.
5.2. To help plan, direct, and guide the scheduling function for the QC department.
5.3. To perform inspection operations per defined inspection criteria and/or PCDs.
5.4. Open Air and Hermetic Welding inspectors are required to maintain certification as a Welding Inspector Specialist as defined in PR6.3.
5.5. To perform the critical packaging and labeling of parts.
5.6. To perform routine maintenance on QC lab equipment.
5.7. To maintain a clean working environment.
5.8. To adhere to company policies as described in the employee handbook.
5.9. To keep the QC Manager informed of any issue that may have an adverse affect on the well being of the company.
5.10. Attend meetings as necessary and required.
5.11. Any other duties or tasks assigned by the QC Manager.

6 MEASURES OF PERFORMANCE FOR BOTH LEVELS I AND II QC INSPECTORS
6.1. This position is subject to annual performance reviews, conducted by the QC Manager. The following criteria are measured:
6.1.1. Performance of inspection operations (mastery)
6.1.2. Performance of calibration and routine maintenance of QC lab equipment (mastery)
6.1.3. Ability to work independently
6.1.4. Ability to document procedures
6.1.5. Good Housekeeping Skills
6.1.6. Display of positive attitude and willingness to learn and grow within the company.
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7 ACKNOWLEDGMENT

7.1. I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.

Level: I _______ II _______

_______________________   __________   ___________________
Employee Signature        Date            Name

_______________________   __________   ___________________
Supervisor               Date            Name