



Approved by:

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Job Description

Ade Van Kempen

Job Title	Department	Revision	Date of Issue
Quality Inspector	Warehouse	C	03/31/15

Purpose and Scope

The Quality Inspector is responsible to inspect product produced by the assembly department to ensure customer receives product free of defects. Some in coming inspection of components and customer supplied material as required by department manager.

Responsibilities

The Quality Assurance person is responsible for:

- Final Inspection of product built by NCC assembly department
- In process inspection of products built as indicated on process sheets
- Final review of all paperwork and documentation
- Count verification for packaging
- Assist in labeling and packaging of product
- Repair of rejected product approved by department manager
- Assist assembly group as needed

Job Requirements

- Must meet requirements of Level 1 Assembler
- Ability to read blue prints
- Ability to use ruler, caliper and other related tools
- Strong computer skills
- Strong Math skills
- Good vision, not color blind or color confused
- Able to lift 35 pounds or more
- Complete company training on Through-Hole Assembly
- Complete company training on Blue Print Reading
- Complete company training on Wire Harness Assembly Methods
- Complete company training on Seven Sins of Wire Harness

Technical Requirements

- Basics of crimp terminal technology
- Basics of wire and cable design
- Basic Inspection techniques related to IPC-620A and IPC-14C
- National Career Readiness Certificate

Experience

The Quality Inspector shall have prior experience in business operations. The experience required is at the discretion of the President of the company.



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This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Department Manager: _____ Date: _____

Employee: _____ Date: _____