

Job Description

Position/Division:	Quality Assurance
Title:	Quality Assurance Technician Level 1
Reports to:	Quality Assurance Supervisor
Approved By:	Date:

Salary Range:	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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JOB SUMMARY

Responsible for executing the Quality Assurance functions of the division, including but not limited to Quality policies, procedures and programs to insure compliance to the ISO 9001 – 2008 standard, customer specifications, and customer satisfaction. Promote positive relations with the production staff to enhance the Quality culture and awareness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Takes responsibility for their own safety and the safety of all employees by adhering to all safety policies and procedures and reporting all safety concerns to management.
- Know what the Company Quality Policy and Quality Objectives mean to them and their role associated with the achievement of these objectives.
- Audit of the preparation of 824 QF-2 (WIP Sheets) and the Pareto analysis of why these forms are incomplete prior to closure of the associated work orders.
- Prepare 824 QF-2 WIP sheets based on customer prints.
- Enter Data for SPC software.
- Maintenance of the MRB areas including the initiation of disposition of materials within the MRB.
- Know the fundamentals of the 10% rule in regards to characteristic measuring.
- Thorough knowledge of 83 QP-1.(Nonconforming Material)
- Thorough knowledge of 852 QP-1. (Corrective / Preventive Action)
- Good understanding of the ISO requirements and related QMS processes.
- Understand the factors that impact the Cost of Quality figures.
- 1st Piece Approval Process
- Generation of PPAP, ISIR and FAI layouts
- Assist production with print interpretation and gauging when needed.
- Operation of CMM, Faro Arm, Virtek, or any other Quality Instruments
- Calibration of instruments and gauges utilizing Gage Pack software
- Basic understanding of process capability studies and analysis.

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Perform floor inspection, shipping & receiving, source and final inspections with maintenance of records and logs.

Perform internal audits of QMS under the direction of a lead auditor.

Participate in determining root cause of defects and assists in the corrective action process.

Participate in the generation of work instructions.

Participate in identifying gauging requirements and recommend new gages as needed.

Qualifies templates / gauges used for in-process inspections.

Participate in the CAR Process utilizing 8D methodology and participates in the verification process.

Receipt of On-The-Job-Training from Level 2 Tech, Quality Supervisor or Director of Quality Assurance.

Assist Level 2 Tech, Quality Supervisor in the development of Continual Improvement tasks

Able to train operators and Quality Clerk - Technician on Quality procedures, policies, and inspection methods.

Employee is responsible for complete customer satisfaction through the quality of their own work.

Place HOLD tags on product they determine to be suspect. (QMSf-7.5.3-6).

Has the authority to OK work to proceed after the 1st Pc. Approval or rework process.

Other duties as directed.

NON ESSENTIAL DUTIES

Participate and support company initiatives, programs, events, and meetings for employee enhancement and development.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM QUALIFICATIONS

Education: A High School Degree or equivalent combination of experience and education

Experience: 1-5 years in a Quality Engineering/Technician discipline.

Computer Skills: CAD, Microsoft Office, SPC based software.

Certificates, Licenses, Registrations: None

Special Requirements: Proficient in Blueprint reading. Comprehensive knowledge of inspection gages and methods including but not limited to micrometers, calipers, protractors, height gage, tape rules, CMM, Ferro Arm, Virtek

Basic knowledge of manufacturing processes to include: stamping, laser, CNC punch, press brake and welding or similar manufacturing environment.

Language Skills

Ability to read, and understand work instructions and procedures.

Ability to respond to common inquiries.

Ability to generate concise graphs and reports for presentation.

Reasoning Ability

Ability to define problems, collect data, establish facts, and present findings to management.

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PHYSICAL DEMANDS
<p>List physical demands that are required to perform the essential functions of the job</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.</p>
WORK ENVIRONMENT
<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duty of this job, the employee is may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate. Temperature and humidity extremes are to be expected similar to ambient outside conditions.</p>

EMPLOYEE NAME (PRINT) _____

EMPLOYEE SIGNATURE _____ DATE _____

COMPANY REPRESENTATIVE (PRINT) _____

COMPANY REPRESENTATIVE SIGNATURE _____ DATE _____