

Quality Inspector Job Description



Job Title:	Quality Inspector
Reports To:	Quality Control Supervisor
FLSA Status:	Non-Exempt
Department:	Quality

Job Purpose:

Ensure products meet specifications and quality requirements by performing the duties and responsibilities listed below.

Duties and Responsibilities

- Inspection of raw materials, work in process, development projects, process qualifications and finished products.
- Operates inspection and test equipment such as optical inspection systems, tensile testing equipment, must have experience using micrometers and calipers.
- Packages and labels product in preparation for shipment.
- Prepares quality inspection reports, product releases and Certificates of Analysis.
- Reports deviations from quality standards and initiates nonconforming product reports.
- Participates in corrective action investigations, nonconforming product reviews, and risk management reviews.
- Assists in the development of test methods and related forms.
- Performs other related duties as assigned.

Key Skills and Competencies:

- Oral Communication Skills
- Written Communication Skills
- Computer Skills
- Reading Skills
- Math Skills
- Professionalism
- Organization
- Time Management

Education / Experience:

- Prior work related experience helpful.

Employee Signature

Date

Management Signature

Date