

# **SUMMIT PLASTIC MOLDING**

## **JOB DESCRIPTION**

**JOB TITLE: QUALITY INSPECTOR**

### **IDENTIFICATION**

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Department: Quality

Reports to: Quality Engineer

### **SUMMARY**

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Responsible for the inspection of parts, components, materials, processes, to verify compliance with specifications.

### **ESSENTIAL FUNCTIONS**

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- Inspect parts, components, materials and processes at various stages
- Train operators on inspection.
- Place acceptable finished goods in its appropriate location.
- Verify quantity on boxes, make bar coded labels and attach to containers.
- Get and maintain required information per inspection instructions and control plan.

### **DUTIES AND RESPONSIBILITIES**

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- Responsible to perform process capability studies if needed.
- Create bar coded labels, weigh containers, and identify acceptable and non-acceptable products.
- Notify and document quality discrepancies to Manufacturing Foreman and Quality Engineer.
- Verify weight and dimensions of product using scales, gages, calipers, micrometers, etc.
- Identify and report quality problems or trends in the assigned area.
- May recommend cause of recurring defects and recommending corrective action to solve a specific problem.
- May perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize deskwork periods, otherwise balance the work loads.
- Initiate action to prevent the occurrence of any nonconformity relating to product, process and quality system.
- Identify, record any problems relating to the product process and quality system.
- Perform other duties as assigned

### **ACCOUNTABILITIES**

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- Perform accurate and timely inspections in accordance with requirement.
- Complete all assignments within the established schedules.
- Advise the Quality Engineer and the Manufacturing Foreman of any known problems related to quality.
- Perform work in accordance with applicable policies, procedures, and work instructions.
- Maintain accurate records of audit findings.

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**JOB TITLE: QUALITY INSPECTOR**

### MINIMUM QUALIFICATIONS

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- High School Diploma, General Education Degree (GED), six months to one year related experience.
- Ability to effectively communicate with all personnel.

### KNOWLEDGE, SKILLS, AND ABILITIES

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- Ability to, operate assigned measuring equipment safely and efficiently.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain effective working relationships with other employees.
- Physically able to lift a minimum of 30 lbs.
- Able to stand and/or walk for extended periods.
- Able to use both hands.

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