



Incoming Quality Inspector – Job Description

Purpose:

Perform mechanical and visual inspection of a wide variety of incoming, in-process, and final assemblies, sub-assemblies, components and parts. For conformance to; specifications utilizing various inspection checklists, inspection equipment, regulations, and standards. Additional responsibilities include; maintaining and organizing inspection tools and procedures for incoming, in-process, and final inspections.

Role:

- Perform complete visual inspection on all parts and assemblies for workmanship, dimensional checks, tolerances, and usability, using various instruments such as micrometers and calipers etc., to ensure products meet specifications
- Approve incoming materials by confirming specifications; rejecting and returning unacceptable materials
- Identify nonconforming material and initiate Nonconforming Material Report (NCR)
- Calibrate and maintain measuring inspection equipment
- Create and maintain an accurate inspection logbook, to ensure inspection history on parts received are maintained; record all inspection results into inspection reports. Keep accurate and detailed records in designated spot; completion of inspection reports in a timely manner
- Ensure parts that have been inspected and “quality approved” are meeting specified requirements
- Provide input when internal and external CARs are addressed
- Provide input for drawings reviews regarding dimensions and tolerances
- Continuous review of manufacturing processes and provide process improvements suggestions
- Provide feedback to operators and production supervisors regarding any Quality concerns
- Communicate Quality Alerts when applicable
- Provide feedback to QC & Test personnel in order to generate improvement for run-off part quality prior to equipment “Sign-off”
- Be courteous and helpful when dealing with customers, suppliers and with co-workers
- Maintain knowledge of and follow the Occupational Health and Safety Act and policies as outlined in the Company Health and Safety Manual and OHSA and related regulations
- Support compliance with all company rules and regulations as outlined in the Employee Handbook
- Go to the vendor(s) site to perform an inspection is required
- Other duties as assigned by management

Education/Experience:

- Mechanical Engineering Technology or Manufacturing Diploma (or equivalent)
- 5-10 years previous related experience is strongly preferred
- Proven skills in using calipers, micrometers, or gauge pins for dimensional calculation and analysis of items
- Ability to read and interpret part drawings, blue prints and/or written specifications is required
- Knowledge and understanding of geometric tolerances
- Professional written and oral communication skills
- Experience with an MRP/ERP system is required
- Able to work effectively within a cross-functional team
- Highly-motivated self-starter and able to work precise details in a fast-paced environment
- Excellent analytical, problem solving and decision-making skill
- Proficiency in Microsoft Office Suite including Word, Excel,
- Interpersonal skills to work in a team environment to achieve goals and results
- Good written, oral and listening skills to clearly convey and receive technical information
- Detail and results oriented
- Time management
- Problem solving skills
- Knowledge of 5S methodology and ISO 9001 principles
- Manually able to lift objects up to 30 lbs.
- ASQ certification is an asset