



Job Description

Revised 01/05/2021

Job Title: Quality Assurance Inspector (Non-Exempt)

Department: Quality Assurance

Reports to: Quality Assurance Manager

SUMMARY

To assure that all procured and manufactured products meet all engineering, customer and regulatory specifications/requirements and maintain the requirements of the AS9100 Quality Management system while striving to achieve superior quality and reliability levels.

DUTIES AND SIGNIFICANT RESPONSIBILITIES

(may include, but are not limited to):

- Capable of Performing FAI reports with AS9102 format
- Reviewing FAI packages from others, for completeness and conduct and oversee work required to ensure completeness
- Performing receiving inspection activities including measuring parts received, recording results found, processing nonconforming product through Non-Conforming Material Reports, reviewing vendor supplier FAIRs, identifying and processing document discrepancies
- Conduct final inspection activities including verification of conformance with WIP, and assuring document integrity
- Assist with product testing documentation activities to ensure products and documents are conforming to customer and QMS requirements
- Documenting activities in Oxley ERM system (SAGE) to update flow of product
- Access customer portals and process QA related activities accordingly
- Able to learn, and ultimately perform, inspections using non-contact CMM
- May be asked to perform services within the FAA approved Part 145 Repair Station that requires the need to be included into the pool of employees eligible for random drug screening

QUALIFICATIONS

- H.S. degree. (Associate or Bachelor's degree preferred.)
- Basic understanding of blueprint dimensioning. (GD&T preferred)
- Experience in measuring and inspecting manufactured parts
- Basic understanding of ISO 9001 or AS9100 requirements
- Ability to read and understand technical instructions
- Ability to report to work on time every day
- Must be able to measure small parts using standard equipment.
- Must have motivation to achieve excellence
- Must be able to understand, read, write, and speak the English language.

EXPERIENCE

- Minimum 3 years Quality Assurance in a manufacturing environment
- Basic Computer Skills using Excel, Microsoft Word, Microsoft Office
- Production of products for Aerospace, military, or related technical qualifications is preferred.

ADDITIONAL SKILLS (preferred)

- Lean Manufacturing
- Root Cause determination and Corrective Action implementation

WORK ENVIRONMENT

- Manufacturing