

# JOB DESCRIPTION

**Job Title:** Quality Control/Assurance Inspector  
**Department:** Quality Assurance  
**Reports To:** Operational Excellence Supervisor

**Document #:** QMS-Q06-01-Q07  
**Date Created:** May 17, 2021  
**Date Revised:** May 17, 2021

**Decision Making Authority:** Determine if parts/processes meet current specifications, if deviations occur initiate corrective actions to bring processes back to current specifications.

**Responsibilities include, but are not limited to:**

- Create internal part inspection sheets
- File & summarize completed inspections
- Audit assembly/shipping documentation
- Develop QC/QA documentation and aid in the implementation of them.
- Develop & conduct process audits
- Aid in part inspections
- Monitor & improve supplier quality
- Perform root cause analysis with 8D & A3
- Lead resolution and corrective actions on non-conformances found in plant
- Aid in other areas of manufacturing as need arises

**Qualifications:**

- Clearly articulate findings in presentations
- Use a computer, printer and scanner
- Use word, excel, PDFs & Autocad
- Fill out & file custom forms on network
- Prioritise tasks independently
- Multitask multiple projects
- Mentor & train employees
- Read blueprints and standards and measure parts to those specifications

**Education** University degree or College diploma in industrial/manufacturing/mechanical Engineering.

**Experience** 3-5 years of directly related industrial/manufacturing engineering experience.

**Additional requirements** Valid Ontario drivers license and ability to visit suppliers as required.

**Physical Demands:** Ability to lift 50 kg and for items greater then 50 kg use cranes to assist lifting of parts and equipment as needed. Be able to stand throughout the day when monitoring and Evaluating manufacturing activities.

**Environmental Conditions** Work in a plant/yard setting that is influenced by external weather conditions, exposed to areas that require personal protective equipment to be used

**Reviewed By:** Bill Codd      **Title:** Operational Excellence Supervisor      **Date:** May 17, 2021  
**Approved By:**                      **Title:**    **Date:**