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| **Job title** | *Quality Inspector* |
| **Reports to** | *Production Manager* |

**Job purpose**

The overall role of the Quality Inspector is to inspect electronic assemblies and mechanical assemblies applicable to IPC-A-610 workmanship standards, in addition to internal quality workmanship standards. Record and collect various workmanship defect data and metrics and to help drive corrective actions as appropriate.

**Duties and responsibilities**

* Perform receiving, in-process, first article and final inspections on electronic assemblies, subassemblies and finished products to determine conformance with applicable drawing specifications, IPC-A-610 workmanship standards, and internal quality workmanship standards; and record inspection status on applicable quality control (QC) records
* Completes accurate QC records (on paper and electronic data) in order to provide excellent results and feedback. Also completes accurate records for continuous improvement
* Write Non Conforming Materials Reports (NCMR) when required and be familiar with the process of quarantining products that have been rejected by QA
* Provide input for inspection methods and improvements related to the job
* Assist quality and engineering in investigations of process related quality issues
* Provide samples and communication to QA and Production Management concerning quality issues when required
* Performs on-line go/not-go inspection, using magnifying devices, measuring instruments, and electronic test equipment to ensure parts and assemblies meet production specifications and standards (ex. IPC-A-610)
* Perform other related duties as assigned
* Requires flexibility and understanding that all staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Company

**Qualifications**

* High School Diploma an asset
* Recent experience inspecting circuit boards for acceptability using IPC-A-610 standard
* Strong ability to read and interpret instructions, drawings and schematics
* Ability to work closely with a team of assemblers
* Familiarity with IPC-A-610, *Acceptability of Electronic Assemblies*
* Must be able to read, understand and interpret written and/or verbal instructions and have good communication skills in English
* Ability to deal with changing priorities on a daily basis
* Ability to work closely with a team of other assemblers
* Ability to work using a microscope for extended periods of time
* Minimum 3 years in an electronics assembly field

**Working conditions**

* Shift work on evenings as required
* Seated with continuous use of a microscope
* Moderate exposure to machinery and chemical risks is anticipated

**Physical requirements**

* Detailed work requiring continuous fine motor skills and repetitive motion
* Lifting of a minimum of 15 lbs. is required. Lifting is generally at or below 30 lbs. without significant repetitions

**Direct reports**

None.

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |