

# Receiving Inspector: Receiving Inspector III

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Inspects purchased parts and materials for conformity to standards, specifications and processing requirements. Inspects for proper identity and dimensions using such measuring devices as micrometers, gauges and calipers. Visually inspects for obvious defects or damage such as corrosion, cracks, dents, scratches and pits. Verifies specifications using purchase orders, blueprints, drawing or inspection instructions and checklists. Makes pass/fail decisions on inspected goods. Maintains records of results. Inspections may involve compound angles or three-dimensional projections using inspection equipment such as microscopes, micrometers, telescope gauges and optical comparators.

## **Knowledge**

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

## **Supervision Received**

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

## **Consequence of Errors**

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

## **Contacts**

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

## **Work Products (Examples may include but are not limited to)**

Ability to perform calibration functions on tooling and equipment. Possess working knowledge of inspection methods and instrumentation (including Electronic Insp). Ability to assist in training of other departmental personnel. Assist in coordination of corrective and preventative action and assist in the cause and resolution. All-encompassing understanding of drawings, Quality System procedures, Acceptance Test Procedures and Specifications. Customer Interface. The duties and responsibilities are not limited to the above; the incumbent is also obligated to assist lower and higher levels of inspection personnel.

## **Minimum Education and Experience**

Minimum of 5 years QA experience. Basic Computer Skills (Excel, Word, etc). Understanding of ISO 9001 and AS9100. Ability to understand Geometric Dimensioning & Tolerancing. Good communication skills; verbal & written. High School Graduate or equivalent.