

# Receiving Inspector: Sr. Receiving Inspector

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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**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

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

Ability to perform Internal or External Audits to ISO/AS9100. Function as a Point of Contact during Regulatory and/or Customer audits. Ability to perform calibration functions on tooling and equipment. Possess working knowledge of inspection methods and instrumentation (including Electronic Insp). Provide leadership and guidance to other department personnel. 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, as the incumbent is also obligated to assist lower and higher levels of inspection personnel.

## **Minimum Education and Experience**

Knowledge of company processes and display leadership ability. 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.