

Receiving Inspector

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.

Level 1		Level 2		Level 3		Level 4	
Receiving Inspector I		Receiving Inspector II		Receiving Inspector III		Sr. Receiving Inspector	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.		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.		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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.		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.		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.	

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Work Products (Examples may include but are not limited to)	Perform uncomplicated inspections on purchased materials using a range of measuring tools. Review reworked and repaired items for acceptance. Describe nonconformance situations and may assist in the cause and resolution. Understand drawings and drawing notes. Perform Receiving and Inspection functions. Perform Non-destructive testing such as pressure and vacuum only. Assist in performing higher levels of inspection and other duties as assigned.	Ability to perform mechanical measurements, using various measuring instruments, to GD&T methodology. All general duties and responsibilities of a Receiving Inspector I including; ability to perform simple surface plate set-ups, micrometers, height gages, optical comparators, etc. Ability to review reworked and repaired items for acceptance. Ability to determine effectiveness of corrective actions for nonconforming materials. Ability to describe nonconformance situations and assist in the cause and resolution. Ability to understand drawings and drawing notes. Ability to perform Receiving and Inspection functions. Electronic Inspections (FARO Arm/Laser Tracker). Excellent understanding in Geometric Dimensional and Tolerancing. The duties and responsibilities are not limited to the above; the incumbent is also obligated to assist lower and higher levels of inspection personnel.	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.	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	Must have reasonably good manual dexterity. Must be able to bend, stoop, reach and lift 40 lbs minimum repetitively. Must be able to withstand repetitive contact with water and moisture. High school graduate (or equivalent). Ability to read and write English and understand and perform basic mathematical concepts.	Must have reasonably good manual dexterity. Must be able to bend, stoop, reach and lift 40 lbs. repetitively. Must be able to withstand repetitive contact with water and moisture. High school graduate (or equivalent). Ability to read and write English and perform basic mathematical concepts. Blueprint interpretation (GD&T) Computer Skills.	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.	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.