

Job Description

Job Title: QA Inspector
Wage Category: QAI I, II, III
Department: Quality
Reporting to: Quality Manager
FLSA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities include:

- Receive, unpack, and verify count of products and condition of receipt.
- Inspect incoming materials and finished goods to technical drawings or product specifications by performing dimensional measurements, function tests and pattern assessments.
- Document inspection results by inputting data into quality database, completing forms and logs, summarizing inspection findings and rejecting non-conforming material.
- Laser mark and electro chemical etch, neutralize and clean products.
- Manage Supplier Quality program, create and maintain Supplier Master Records, initiate and monitor non-conformance notifications and Supplier Corrective Action Requests, including follow-ups and effectiveness checks.
- Process product returns and complaints, including evaluation of quality issues and initiating repairs or reworks as needed.
- Ensure the company's products comply with all FDA regulations, prepare submissions and maintain regulatory databases.
- Adhere strictly to all CGMP, FDA, ISO and company procedures to ensure the quality and integrity of the products and safety of the workplace.
- Keep Quality area organized and clean.
- Keep stock of Quality materials such as tip protectors, test materials, etc.
- Conduct training on receiving and inspections and orientation for new hires.
- Maintain commitment to Quality Goals and Quality Policy.
- Complete jobs and tasks as assigned.

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____