

POSITION TITLE: Quality Assurance Technician

REPORTS TO: Quality Assurance Manager

REPORTING RELATIONSHIPS: None

BASIC FUNCTION: Perform duties to provide line technical support to assigned production area to ensure company products meet established quality standards. Perform functions to perform quality assurance activities to ensure part quality standards are controlled throughout the manufacturing process in accordance with customer specifications. Documents all results obtained during testing and responds appropriately when results do not meet requirements. May evaluate manufacturing processes for compliance with IATF and ISO 14001 certifications/standards.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Assist and monitor production part quality, work activities, troubleshoot and resolve unusual part quality problems through analytical analysis through multi-department interface.
2. Monitor SPC charting activities to control job specifications and to anticipate out of limit trends. Work with machine operator to correct trend.
3. Investigate and formulate corrective and preventative action on rejected material and manufacturing processes.
4. Interact with customers as necessary to coordinate and implement corrective and preventative actions as necessary to maintain part quality standards.
5. Coordinate the calibration of company measuring tools on a scheduled basis, if required.
6. May perform product validation activities on a scheduled basis, prepare analysis report and submit to supervisor.
7. Prepare sample submissions, and research and develop support materials as required.
8. May prepare and monitor Quality related documentation.
9. Compile data and create reports as required, related to quality activities or measures.
10. Work with operators to validate and assist with performing SPC procedures, as required.
11. Perform statistical analysis relevant to processing dimension instability studies.
12. Perform final audit procedures for assigned area to ensure products meet customer print specifications prior to shipment of orders.
13. Inspect incoming raw material, purchased parts and parts returned from outside processors, check critical dimension and determine whether to accept or reject.
14. Write up reject tags for non-conforming material.

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15. Plan and layout inspection methods for piece parts submitted from new tools and check part dimensions, configurations, and characteristics for conformance with print specifications.
16. Create inspection procedures and assist in creating interactive procedures, i.e., programming and teaching automated QA test equipment for production operations.
17. Monitors rework process to ensure conformity with instructions and verifies reworked product upon completion in accordance with rework instructions and sampling plan.
18. Reviews rejected parts segregates, and provides recommendations on disposition with paperwork to the appropriate staff representative.
19. Work with Tool Room personnel to implement modifications to tools as necessary to meet print specifications and approve release for production.
20. Provide troubleshooting and analysis support to production as required.
21. Perform corrective action analysis for nonconforming material.
22. May perform layered audits, as directed.
23. Perform other duties, as directed.

POSITION REQUIREMENTS AND SPECIFICATIONS:

- A minimum of four (4) years progressively and increased relevant quality assurance experience in a metal stamping manufacturing environment required.
- Proficiency in mathematics together with the analytical use of complicated customer prints and specifications, equivalent to two (2) years applied trades training in a particular or specialized occupation requiring knowledge of precision inspection methods.
- Use various types of precision measuring instruments such as micrometers, calipers, optical comparator and X-Y coordinate measuring machine.
- Demonstrated knowledge of corrective/preventive action, validation, SPC and PPAP procedures/processes.
- Demonstrated ability to meet established quality standards.
- Demonstrated good judgment to plan and layout inspection methods to check piece parts and approve new tools for production.
- Capable of routinely exerting physical effort required to handle parts and inspection tool which is equivalent to frequently lifting or moving very lightweight material up to 35 pounds.
- Capable of continuous mental and visual attention required to inspect parts, involving repetitive or diversified work requiring constant alertness or activity.
- Demonstrated safety record with respect to reasonable care in performing own work.
- Capacity and willingness to work in an environment with routine exposure to noise, dirt and oil, but not the extent of being disagreeable.