

Position: Inspector
Reports To: Quality Engineer - Production
Status: Non-Exempt

Date: 2024
Department: QA
Grade: XX

Position Summary: Inspectors will be responsible for the measurement and testing of manufactured product, the collection, analysis and disposition of quality data and the communication of the data analysis to the appropriate manufacturing personnel.

Primary Tasks

1. Responsible for inspection of the dimensional, visual, and testing requirements of the products manufactured by PGT per the work instruction (PGT Inspection Method Sheet aka IMS).
2. Responsible for the auditing of the raw material traceability system at job start-up.
3. Responsible for record keeping of the data collected per the IMS.
4. Responsible for the analysis of the data collected to determine its acceptability to specification and to statistical process control limits.
5. Responsible for the accurate and timely recording of data that exhibits out of control or out of specification characteristics through the Non-conforming material reporting system.
6. Responsible for communicating out of control and out of specification conditions to the appropriate manufacturing personnel available on that shift.
7. Responsible for the effective containment of suspect product identified by the inspection process.
8. Responsible for maintaining a clean, orderly working area.
9. Responsible for inspecting each product at the sample size and frequency indicated by the IMS.
10. Responsible for the maintenance of retained samples during and after production runs per the documented procedures.

Education/Experience Requirements: High school diploma, little or no previous experience, basic math skills, basic personal computer skills, some rudimentary engineering drawing reading skills, ability to communicate and interact cross functionally to communicate daily inspection information with manufacturing personnel

Machines, tools or equipment used

Basic hand held measuring tools such as micrometers, digital indicators, pin gages, gage block sets, and gear checkers. Various equipment including calculators and stereo microscopes. Computer hardware and various PC based software including data collection databases and spreadsheets.

Physical Requirements

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual Acuity Requirements

This is a minimum standard for those whose work deals largely with preparing and analyzing data and figures, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

Work Environment

The worker is subject to inside environmental conditions:

The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current.