JOB DESCRIPTION

Job Title: Quality Control Inspector (Receiving Inspection)
Department: Quality
Reports To: Quality Assurance Supervisor
FLSA: Non-Exempt
Survey Job Code: 6461N – 6464N
Survey Job Title: Receiving Inspectors

Summary:
Perform inspections, checks, tests, and sampling procedures of incoming materials, parts and components used in the manufacture of medical devices, partially assembled or finished medical devices. Perform review of Device History Records for release of finished goods.

Essential Duties and Responsibilities:
• Perform inspections of purchased parts, subassemblies or finished company products according to well defined criteria using standard physical, mechanical and/or electrical measurements.
• Rework or reject subassemblies or finished products as required.
• Conduct and document process and system audits using written procedures as audit standards.
• Accurately document the results of the inspections and testing.
• Maintain all controlled document files and test records in a timely and accurate manner.
• Coordinate calibration of all test equipment and fixtures
• Monitor critical equipment and instrumentation to ensure proper operation and calibration.
• Participate in the construction and/or revision of SOPs for the inspection function.
• Assist in the writing and updating inspection procedures, protocol and checklists.
• Evaluate problems and make initial recommendations for possible corrective action to supervise.
• Work with production management and Quality Assurance to provide feedback to assemblers regarding accuracy of assembly procedures.
• Perform review of Device History Records and other documentation for compliance to established procedures and Good Documentation Practices

Education, Training, Skills and Experience Requirements:
• High School Diploma or equivalent
• Must have good English written and verbal communication skills
• Good arithmetic skills are required
• Mechanical aptitude desired
• 2+ years Quality Control experience in Receiving Inspection is preferred
• Working knowledge of measurement instruments
• General proficiency of Microsoft Excel and Microsoft Word

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk, and sit for extended periods of time.

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Print Name

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Employee Signature     Date