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JOB DESCRIPTION, QUALITY INSPECTOR			1 OF 2

DEPARTMENT : Quality
REPORTS TO : Director of Quality
SUPERVISES : 0
STATUS : Non Exempt

1.0 GENERAL PURPOSE

The overall role of the Quality Inspector is to inspect printed circuit board (PCB) parts and assemblies to applicable IPC-A-610 and/or J-STD-001 workmanship standards, in addition to internal quality workmanship standards; record and collect various workmanship defect data and metrics; and to help drive corrective actions as appropriate.

Individual must be able to work independently with minimal guidance required. This requires good time management, planning/organization, and decision-making skills. Individual must be able to work well in teams with others from diverse organizational functions and backgrounds as both a leader and an individual contributor. This position requires strong communication skills and the ability to interface with individuals at all levels and functions of the business. Individual will have to interface with contacts both inside and outside of the organization.

2.0 KEY RESPONSIBILITIES

- Perform receiving, in-process, first article and final inspections on fabricated printed circuited board (PCB) assemblies, subassemblies, and finished products to determine conformance with applicable source control drawing specifications, IPC-A-610 and/or J-STD-001 workmanship standards, and internal quality workmanship standards; and record inspection status on applicable quality control (QC) records.
- Maintain a quality inspection information system. Completes accurate QC records (on paper and electronic data) in order to provide excellent results and feedback. These records include inspection reports, training records, equipment maintenance logs, continuous improvement initiatives, and corrective action reports. Understands the function and purpose of these records. Completes records neatly with a goal for 100% accuracy of content and spelling. Also completes accurate records for continuous improvement.
- Write Non Conforming Materials Reports (NCMR) when required and be familiar with the process of quarantining products that have been rejected by QA
- Provide input for inspection methods and improvements related to the job
- Assist quality and engineering in investigations of process related quality issues
- Provide samples and communication to QA and Production Management concerning quality issues when required

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- Use statistical analysis to determine correct sampling plan/frequency to insure valid inspection plans.
- Organizes work and storage areas for efficient workflow and to showcase the quality of work in the company.

3.0 EXPERIENCE/QUALIFYING SKILLS

- High School graduate or GED, minimum.
- Minimum of 5 to 8 years of combined experiences of having worked on a PCBA production line and in performing PCBA inspection using magnifiers and gauges in a manufacturing environment.
- **Certification in IPC-A-610 and/or J-STD-001 workmanship standards is required.**
- Ability to read prints & drawings, and BOM parts lists in order to perform first article, visual, mechanical and cable assembly inspections.
- Candidate must possess basic mathematical skills, such as adding, subtracting, and rounding decimal numbers
- Read, write and speak English with a high degree of proficiency.
- Strong written/verbal skills.
- Shall be familiar with ISO-9001 or similar Quality System
- Must have good interpersonal skills.
- Candidate should possess a strong work ethic, a positive attitude, and be detail oriented; must have values which support our company's values and a healthy, high performance culture.
- Ability to mentor and direct the work of others
- Candidate must be familiar with word processing and other basic computer skills. Adept with email & Microsoft Office programs (Word, Excel, PowerPoint, others).

4.0 DESIRED SKILLS

- Knowledge of precautions for handling electrostatic discharge (ESD) sensitive devices.
- Knowledge of requirements for handling moisture sensitive devices.
- Knowledge of Class 3 workmanship requirements.
- Knowledge of automatic optical inspection (AOI) and x-ray inspection equipment and uses
- Audit the Quality Management System, factory, and processes for compliance.

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