

**Quality Assurance Lab Technician
Job Description
Rev. C**

Technical Ability:

1. Must understand industrial & machining product drawings, including interpretation and application of Geometric Dimensioning and Tolerancing (GD&T).
2. Must be capable performing full dimensional inspection layouts (100% measurement verification) of products to blueprint specifications.
3. Calibrates various measuring equipment, tools, gages and fixtures to specified dimensions, performance and tolerances.
4. Capable of operating coordinate measuring machine, optical comparator, surface plate inspection and set-ups, sine bar, height gage and other hand inspection tools as needed.

Responsibilities:

1. Perform full dimensional inspection of components, capability studies, and supporting documentation for first article submission to customers as required (e.g.: AIAG PPAP, PAPSO, FPI, etc.).
2. Perform dimensional inspections and gage checks as needed to support the department.
3. Utilize such equipment as coordinate measuring machine, optical comparator, etc.
4. Perform periodic recalibration of measuring equipment and ensure calibration documentation and traceability.
5. Conduct gage reliability and repeatability studies as required.
6. Requisition gages and supplies as needed.
7. Perform inspection duties though-out the plant as needed to support the department.
8. Help develop technical and inspection abilities within the department.
9. Follow all employee and safety rules.
10. Perform other duties as required.

Education Requirements:

High school diploma or equivalent required. Technical school or previous training may be considered in lieu of High school diploma. Must possess good basic math and writing (English) skills. Able to demonstrate technical abilities upon interview &/or follow-up.

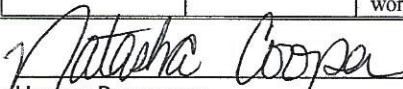
Work Experience:

Prefer minimum of two year's work experience in a manufacturing environment with experience in quality &/or metrology fields. Prior use of computer skills required, including Microsoft Office (Excel, Word, Outlook). Prior use of inspection measurement equipment and GD&T blueprint reading desired. Prior experience using &/or programming a Coordinate Measuring Machine (CMM) a plus, with PC-DMIS experience desired.


Required Training:

1. ISO and TOC within 3 months
2. Blueprint reading course completion within 1 year (unless evidenced by education or work experience).
3. Safety Training

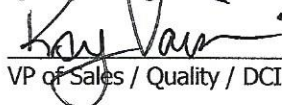
DATE	SECTION	DETAILS	REV	BY
02/1998	ALL	NEW	New	RM
05/2017	ALL	Title change from Engineer to Lab Tech, updated signatures	A	CC
08/2018	FOOTER	Added page number.	B	NC
12/2018	ALL	Updated technical abilities, responsibilities, educational requirements and work experience requirements.	C	NC


Human Resources

12/03/18
Date


Quality Manager

12-03-2018
Date


VP of Sales / Quality / DCI

12-03-2018
Date