

**Job Description  
Generic  
Responsibility and Authority**



**Issue Date: XX XXX XX**

<b>Job title:</b> Quality Inspector	(For Personnel Dept. use only)  <b>Job designation:</b> <b>Job key:</b> <b>Salary group:</b> <b>Notes:</b>
<b>Dept.:</b>	
<b>I. Name of person currently holding position:</b>	
<b>II. Name of disciplinary supervisor/position:</b>	
<b>III. Name of next disciplinary supervisor/position:</b>	<b>V. Representation:</b> <b>Represents:</b> <b>Represented by:</b>
<b>IV. Name of technical supervisor/position:</b>	

**A. GOAL SETTING / TASKS:**

Inspect product as directed; maintain inspection gauges and standards to assure product quality; report damage to supervisor/lead person; provide accurate and timely data; record defects.  
Report potential problems, observations and/or customer interaction to supervisor.  
Follow all containment guidelines; properly mark all product and containers; and abide by all directions contained in each set of work instructions, or provided by supervisor.

**B. PRIMARY DUTIES:**

- Arrive to work on time, in proper 2AM uniform, fit for duty.
- Use needed safety equipment as required for each job.
- Wear appropriate safety shoes at all times on the job site.
- Support 6S standards routinely by maintaining a clean and orderly work area.
- Possess a valid US drivers License and be capable of being insured by 2AM insurance provider.
- Submit all documentation as required by 2AM and the customer.
- Follow work instructions and procedures as defined by the customer and 2AM.
- Perform work in a professional manner that reflects positively on the image of the 2AM organization and team.
- Inspect various materials, parts, components, subassemblies, and finished products.
- Use standard inspection equipment (micrometers, calipers, etc)
- Read, comprehend, and follow inspection procedures, drawings, sampling plans, and workmanship standards.
- Use good judgment, manage priorities, and make independent decisions.
- Report all non-conformities or process irregularities.
- Provide specific suggestions involving quality, safety, process improvement, and cost saving ideas.
- Listen effectively, transmit information accurately and understandably, and actively accept feedback non-defensively.
- Understand and meet the needs of customers and address the interests and concerns of all organizational stakeholders.
- Adapt to changes in direction and priorities.
- Accept new challenges, responsibilities, and assignments.
- Perform work with safe operations as a central focus and strive to create an accident free work environment.
- Interact skillfully with associates.
- Maintain a professional attitude and appearance.
- Collect and document inspection results by completing reports and logs; summarizing re-work and waste.
- Take action in the absence of specific instructions or in the absence of a specific requirement.
- Take reasonable risks to achieve results and persevere when challenged.
- Operate according to the policy and procedures of 2AM Group and ISO/TS 16949.
- Able to work overtime as needed.
- Perform other duties as assigned my manager.

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**C. WORKPLACE REQUIREMENTS:** (only those actually necessary for the position)

**1. Education:**

- High School Diploma or GED

**2. Experience**

- 6 months of inspection, rework and/or assembly experience. Automotive Experience Preferred.

**3. Knowledge and skills:**

Originated by:

Checked and approved:

Agreed:

Date:

\_\_\_\_\_  
Signature of Disciplinary Supervisor  
Date:

Date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Technical Supervisor

\_\_\_\_\_  
Employee Signature

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