	<p align="center"><b>THE PROTECTIVE GROUP, INC</b></p> <p align="center"><b>JOB DESCRIPTION</b></p>	<p align="right">Code : <b>TPG-JD-169</b></p>
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**JOB TITLE:**        **QUALITY INSPECTOR II**

**DEPARTMENT/LOCATION:** Quality Control


**REPORTS TO:** Quality Control Foreperson

**FLSA STATUS:** Non Exempt

**POSITION SUMMARY:** Inspects and documents quality of products at various stages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform incoming inspection activities as per TPG’s Verification of Purchased Products and associated incoming inspection work instructions;
  - Request corrections and/or missing supplier documentation to Purchasing Department;
  - Provide receiving documentation to Warehouse & Inventory Control Foreperson; and
  - Assist Quality Control Foreperson in Source Inspections, as required.
- Perform in-process inspections as required per TPG Quality Plans;
- Perform final inspection of assemblies, sub-assemblies, and kits as per technical documentation;
  - Assist Quality Control Foreperson in shipment preparation activities, to include labeling, support documentation, and packaging.
- Assist in inspection of stencils;
- Assist in inspection of UID and RFID labels;
- Assist in creation of labels as per MIL-STD-129;
- Use designated measuring equipment, as required, and report any malfunctioning measuring equipment;
- Responsible for proper safeguarding of assigned resources, to include, Quality Control Stamps, Monitoring & Measuring Equipment, Controlled Copies of Technical Documentation, and Approved Templates;

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- Accurately document inspection results in a timely manner;
- Verify accuracy and completeness of production travelers, and process record, as required;
- Comply with TPG’s Nonconforming Product Procedure
  - Initiate non-conforming reports as required;
  - Mark and/or identify non-conforming items as per disposition;
  - Close out non-conforming reports after disposition activities are completed;
- Assist in First Article Inspection process;
- Assign labor hours to work orders;
- Notify Quality Control Foreperson of quality issues and concerns;
- Report inaccuracies in technical documentation;
- Comply with FOD requirements;
- Comply with TPG safety and security requirements;
- Maintain quality areas clean and organized; and
- Report opportunities for improvement.

Other duties may be assigned to meet business needs.

**QUALIFICATIONS/REQUIREMENTS:**

The Quality Inspector must:

- Know basic quality terms, definitions, and concepts;
- Have understanding of basic geometric dimensions, tolerances and set-up of inspection stations;
- Understand types of measurement, measurement terminology and the different types of measurement scales;
- Have strong knowledge of basic mathematical operations and perform measurement conversions;
- Proficient in the ability to read and interpret drawings and technical documentation.
- Understand and be able to apply basic inspection and testing techniques, including various types of sampling plans;

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- Be computer literate, with working knowledge of MS Office. Fluent in the English language, in both oral and written form, required;
- Understand traceability;
- Possess good communication and decision making skills; detail oriented, with the ability to effectively multi-task; and
- Ability to work well under pressure and be able to assist in expediting shipments when necessary, working in conjunction with Production and Shipping schedules.

**OTHER QUALIFICATIONS/REQUIREMENTS:**

Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards.

May be required to work daily overtime and occasional weekends.

Compliance with all personnel policies.


This position requires use of and access to information which is subject to the International Traffic in Arms Regulations (ITAR). Accordingly, all Quality Inspectors must be U.S. persons within the meaning of ITAR. ITAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Temporary Resident, Political Asylee, or Refugee.

**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.

Regularly required to stand, and move about the facility. Regularly required to perform physical work with hands during entire shift. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 35 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work usually performed in a production area. May work at different workstations as production needs require, or shifts from one station to another, during the assembly process. The noise level in the work environment is usually moderate, unless otherwise noted by safety signage.

**EDUCATION/TRAINING/EXPERIENCE:**

High school diploma or equivalent. Two years experience working in quality inspection in a manufacturing environment required; experience in inspection of mechanical parts preferred. Experience working in an ISO 9001 and/or AS9100 manufacturing environment preferred.

Must have experience using various mechanical inspection tools, such as micrometers, height gauge, radius gauge, pin gauges, protractors, and calipers. Must have practical experience performing in-process and final inspections on machined parts, assemblies, and / or sub-assemblies.

Approved by: \_\_\_\_\_  
**Jhoselyn Betancourt, Quality System Manager**