



CAST PRODUCTS, INC.

Job Description

Position Title: Floor Inspector Level 2

Last Updated: 6/18/2018

Prepared By: Human Resources

General Summary

Accountable for overall quality of product and that part quality meets customer specification.

Responsibilities

- 1 **Documentation**
 - Complete First-piece Set-up Inspection Report for casting and secondary operations
 - Prepare/fill out various quality documents including: CPI Control Chart, Set-up Approval Tag, Nonconforming Material Report, SPC Chart, Repair/Reject/Hold Tag, Inspection Report, Routing Sheet, Set-Up Verification and Set-Up Log
 - Complete all in-process inspection records
 - Enter inspection data in database
 - Enter data in SPC database
 - Document inspection results by completing reports and logs; summarizing re-work and waste; inputting data into quality database
- 2 **Liaison**
 - Interface with Supervisors, Set-up Techs and Operators
 - Provide quality instructions to Operators
 - Work effectively with engineers, technicians, leads, and floor personnel
- 3 **Process**
 - Perform data collection capability study for attribute and dimensional measurement
 - Follow-up on customer complaints and repair tags
 - Ensure that measuring equipment is clean, secure, calibrated and properly stored
 - Approve in-process production by confirming specifications, conducting visual and measurement tests and communicating required adjustments to production supervisor
 - Inspect assigned material per CPI Control Plan
 - Operate CMM equipment: in-process verification and set-up
 - Move nonconforming material to QC hold areas
- 4 **Quality**
 - Identify conforming and non-conforming material
 - Report quality concerns to Quality Manager and or Sr. Quality Technician/Supervisor
 - Accept/reject production material
 - Stop production when non-conformity has been detected
 - Maintaining physical inventory of nonconfirming product
- 5 **Other**
 - Attend team, department and company meetings as required
 - Perform other duties as assigned by Quality Manager and or Sr. Quality Technician/Supervisor
 - Wear assigned PPE
 - Follow CPI rules and regulations regarding safety, discipline, cooperation and teamwork
 - Follow 5S Principals as outlined during 5S training
 - All employee owned measuring equipment must be inventoried and calibrated by the Quality Department per calibration schedule

Job Specifications

Basic understanding of blue prints

Basic math skills

Proficiency in reading and writing

Basic understanding of measuring equipment

Proficient use of measuring /inspection equipment i.e. micrometers, calipers indicators etc.

Must be able to work in a fast paced environment and handle multiple priorities

Ability to lift up to 50lbs. regularly, have adequate manual dexterity, be able to walk and stand for continuous hours on concrete floors and work at a computer station

Data entry

Interpret a variety of instructions furnished in written, oral, diagram or schedule form

Training Requirements

- CMM Operation
- CPI reports/forms
- Filing system
- Procedures for receiving inspection of outside processing and customer returns
- Routing scale procedure
- Use of CPI measuring equipment

Internal Training:

Manage Nonconforming Material Procedure

New Employee Orientation (EMP 101)

Quality Training per Operator Training Manual (MAN 205)

Safety procedures

Reports To

Sr. Quality Technician/Supervisor

Supervises Directly

N/A

The above is intended to describe the general content of and requirements of the performance of this job and is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Governmental Reporting Information

EEO Category: Operatives

EEO GS Level: 1

Internal Use Only

Office Mgmt