

POSITION: Quality Inspector**Summary:**

The Quality Control Inspector performs assessment, documentation, and organization tasks to support the efficiency and effectiveness of their organization's quality of outgoing materials. This role is tasked with conducting tests, analyzing measurements, and overseeing production processes to guarantee that all our products meet quality expectations.

Essential Duties and Responsibilities

- Ensure Compliance to Food Safety requirements.
- Follow Good Manufacturing Practices (GMP).
- Adhere to safety rules and procedures.
- Following departmental rules and regulations including, but not limited to telephones, two-way radios, quality equipment and security of the QC lab.
- Retrieve and review the Product Specification Sheet for each run.
- Place operator driven quality resources at each line. This includes control charts, matching parts, spec sheet, etc.
- Awareness and adherence to the visual attributes of product as described in the General Thermoforming Standard.
- Perform in process inspection and data entry into the data collection system.
- Understanding control charts.
- Use of measuring instruments.
- Identifying nonconforming product then communicating problems to production.
- Obtain disposition for held/nonconforming product.
- Perform cold storage, product retention and other functional testing.
- Thorough and consistent communication between QC inspectors on other shifts. Attend shift overlap meetings.
- Inspecting, approving and documenting 1st piece parts upon startup after changeovers.
- Completing and maintaining accurate QC paperwork. Document in-process inspections including box checks.
- Review production paperwork for compliance.
- Ensure box labels are accurate.
- Follow up on previous quality problems to prevent re-occurrence.
- Awareness of customer complaints.
- Make sure the correct raw material (rollstock) is being used as specified on the Product Specification Sheet and engineering change notices.
- Takes direction from Quality Manager/Quality Specialist
- Perform other duties as assigned.

Product Safety

It is the intent, objective, and philosophy of PinnPACK Packaging to produce safe, legal and quality products. PinnPACK Packaging makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products.

To ensure product safety, this position will:

- Adhere to PINNPACK PACKAGING's GMP requirements
- Frequently inspect the production area and identify product and/or situations that risk product contamination and prevent them
- Frequently inspect the production area identify product and/or situations that violate cleaning and pest control requirements
- Make sure that maintenance activity does not risk product safety. Report maintenance cleaning activity violations to supervisors and managers.
- Make certain that employees follow procedures, work instructions, product specifications, etc. as they relate to quality and producing conforming and safe product; report nonconformances to operators, supervisors and managers according to PINNPACK PACKAGING procedures and work instructions.
- Make certain that no glass is brought into the facility
- Not use PINNPACK PACKAGING containers for storing miscellaneous items
- Practice good hygiene and not eat, drink (water in plastic bottles is allowed) or use tobacco except in designated areas

Qualifications

- High school diploma.
- Experience in Quality assurance positions is required.
- Excellent verbal and written communication skills.
- Be able to perform each essential duty satisfactorily.
- Basic computer skills are required.
- Basic math skills.

Physical Requirements

Inspectors must be able to stand for extended periods of time. Frequent walking, grasping and lifting of up to 50 pounds are also required.

Employee Signature

Date