

QA/QC Inspector Job Description

The QA/QC Inspector is responsible for the quality inspection of products manufactured or repaired by Drilling Tools International as well as approved suppliers. The QA/QC Inspector is responsible for adhering to all safety and quality policies for Drilling Tools International, Inc.

Education:

- High School Diploma or GED preferred

Experience:

- 2 years working experience in a Machine Shop or Quality role
- Machining or QC inspection of API RSC preferred
- Prior experience in Documentation Control
- Experience in implementation and auditing of management system requirements established by API Q1 & ISO 9001 preferred.
- Preferred experience with implementing and/or auditing the requirements of API 7-1 & API 7-2 Specifications

Qualifications:

- Proficient with software applications applicable to the job
- Ability to read engineering drawings and specifications
- Prior experience in inspection processes for manufacturing
- Ability to use inspection tools such as calipers, micrometer, gages
- Demonstrated oral and written communication skills
- Strong interpersonal and leadership skills
- Ability to read and translate drawings, repair procedures and quality documents
- Basic computer skills in Outlook and Microsoft applications (word, excel, PowerPoint)

Key Responsibilities / Essential Functions of the Position:

- Develop a strong understanding of the DTI QMS and Safety programs and provide training as required by the DTI Training and Qualification procedure
- Perform inspections on manufactured parts, in-process inspections and receiving inspection to verify product meets specifications and are free of damage or defects
- Responsible for Control of Calibrated equipment requirements and ensuring all equipment requiring calibration are kept under control
- Track NCR's for timely closure and adequate corrective actions
- Verify that product is manufactured according to specified drawings by performing in-process inspections
- Perform incoming inspection on selected and identified products
- Report any product issues to management that may affect functionality
- Perform, document, and report out on incoming inspections on critical or identified parts
- Perform other duties and/or special projects as assigned

Work Environment:

The employee is occasionally exposed to extreme outside temperatures and Industrial hygiene regulated activities identified as potentially actionable according to OSHA standards. Including Hearing Conservation, Respiratory Protection and HAZCOM programs. Procedures are developed at each facility to minimize all risks and hazards through control measures.

Physical Demand	Description
Sit/Stand	• 25% of the time is spent sitting • 75% of the time is spent standing
Walk	• 50% of the standing time requires walking around the shop
Use of hands/fingers	• 85% of the time while measuring parts, keyboarding
Climbing (stairs or ladders) or balance	• Rarely climbs stairs or ladders • Balance is required while measuring parts
Stoop, kneel, crouch or crawl	• 25% occasionally stooping, kneeling, crouching over tools • Rarely crawl
Communicate (Written/Verbal)	• Must able to hear and discern any emergency/facility alarms • Must able to hear warning signals from moving crane and moving vehicles within the warehouse • Must be able to record required information on the required documentation • Must be able to hear and understand or convey instructions or issues with tools and always exchanging instructions on tool priority
Vision	• Must be able to clearly focus on the measurements of the tool. • Must have clear depth perception
Carry weight, lifting	• Occasionally carries up to 50 lbs. • Rarely would be required to lift more than 50 lbs. • Crane available for heavier items
Exposure	• Is occasionally exposed to extreme outside temperatures. • Industrial hygiene regulated activities identified as potentially actionable according to OSHA standards.

This job description is a product of Drilling Tools International and is not intended to list all of the requirements of the job. Some unexpected events may cause changes in normal routine and therefore job duties.

Employee Signature: _____

Print Name: _____

Date: _____