

## Job Description

<b>Job Title: PCB Inspector</b>
<b>Dual reporting lines to: Manufacturing Section Supervisor &amp; Quality Manager</b>
<b>Direct Reportees: Not applicable</b>

<b>Key Tasks</b>	<b>Tools Used</b>
To adhere to the Company's quality operating procedures at all times during the execution of day to day inspection activities. To undertake training and certify to applicable standards.	Standards: IPC-A-610 IPC-A-620 J-STD-001 AS9100 procedures manual NADCAP procedures manual
To conduct FAI and verification activities in accordance with the Company's & Customer specific inspection procedures	Customer specific drawings Customer specific parts lists Visual Inspection Aids (Mantis Viewer, AOI, FAIR software/hardware)
To conduct final inspection activities in accordance with the Company's & Customer specific procedures	Customer specific drawings Customer specific parts lists Visual Inspection Aids (Mantis Viewer, AOI, FAIR software/hardware)
To maintain detailed records of inspection activities on a job by job basis	Right First Time data reporting (RFT) Non Conformance Reports (NCR) First Article Inspection Reports (FAIR) Material Query Notes (MQN)
To read and interpret complex CCA drawings including symbols and drawing notes	Customer specific drawings
To verify that routings and detailed Works Instruction Sheets have been followed for all inspected assemblies	Route Cards Works Instruction Sheets (WIS)

Key Tasks	Tools Used
To act at all times in accordance with the terms and conditions described in the employees contract of employment (time keeping, respect at work, health & safety for example).	Contract of Employment
To become proficient in the processes and procedures relevant to the position and to highlight training needs where required.	Job description Company training to process matrix Annual appraisals

It is accepted that the full scope of day to day activities may not fall into a Key Task category and that you may be required to undertake other duties as and when required by the Company. . Key Tasks may be reviewed and changed at the discretion of the Company (for example after promotion, disciplinary action or role change).

Job Description Agreed:

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Job Holder

Manager / Supervisor

Date