

	Job Description Calibration Technician & Quality Inspector Machine Shop	Document #JDTC-10-006 Revision No: 1 Revision Date: 11/11/20 Issue No: 1 Issue Date: 8-15-07 Page 1 of 3
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Position: Calibration Technician and Quality Inspector

Reports To: Quality Assurance Manager

Minimum Qualifications:

- High school diploma, or equivalent, or 5-7 years work experience.
- 2 years experience with precision measuring instruments and tools.
- 2 years experience with reading and interpreting shop drawings/blue prints

Preferred Qualifications:

5 years experience as Calibration Technician or Quality Inspector

Key Responsibilities:

This position requires intimate knowledge of inspection, operation, calibration and testing of monitoring and measuring devices. The ability to inspect parts and assemblies in production departments to customer or shop tolerances. Requires the ability to work with varied dimensions and measurements. The ability to read and interpret technical processes, instructions and procedures. Create and maintain the calibration schedule for all calibrated devices. The position requires the ability to train or teach others how to properly use monitoring and measuring devices within the calibration system. Must maintain meticulous data entry, record retention, planning and organization skills.

<p><u>Equipment / systems:</u></p> <ol style="list-style-type: none"> 1. All testing & inspection equipment used within the Calibration department. <ul style="list-style-type: none"> • Gage Blocks • Rod Standards • Indicator Tester • Calibrated Scales 2. All testing & inspection equipment used in all LMF production departments. <ul style="list-style-type: none"> • Calipers • Micrometers • Scales • Tape Measures • Hardness Testers (Brinnell, Rockwell, etc.) • Etc. 3. Personal Computer (Software) <ul style="list-style-type: none"> • GAGetrak • Microsoft Word, Excel, & Outlook. 	<p><u>Accountabilities:</u></p> <ol style="list-style-type: none"> 1. Adheres to all plant safety rules. 2. Inspection of parts and assemblies in production departments. 3. Incoming, in-process, & final inspection of measuring devices calibrated within the Calibration System. 4. Basic working knowledge of Calibration procedures, and the ability to complete all required records. 5. Ability to read & understand customer or shop drawings in relation to customer requirements pertaining to tolerances. 6. Basic knowledge of Geometric Dimensioning & Tolerancing. 7. Basic working knowledge of the Quality Management System. 8. Basic working knowledge of material grades & specifications. 9. Data entry into the computer system. 10. Internal Auditing.
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Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	11/17/20
Prepared By: Norman Hinton	Quality Assurance Manager	11/11/20



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Quality Inspector
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Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received
			1. Adheres to all Shop and Plant Safety rules.
			2. Housekeeping.
			3. Quality System Orientation Training.
			4. Forklift Training Program.
			5. Overhead Crane Training Program
			6. Complete working knowledge of Calibration procedures, logs, forms, Master Lists, etc.
			7. Complete working knowledge of departmental documentation including: Process Sheets, Bill of Materials, Pick Lists, LMF Shop Drawings, Customer specifications, Customer drawings, and part layout sheets, etc.
			8. Sets up test equipment and conducts tests on performance and accuracy of measuring devices such as tape measures, dial indicators, scales, calipers, micrometers, etc.
			9. Working knowledge of testing & inspection equipment used within the Calibration department. Including but not limited to: Gage Blocks, Rod Standards, Indicator Tester, Renishaw Ballbar, etc.
			10. Plans sequence of testing and calibration program for instruments and equipment according to schematics, manuals, or other specs.
			11. Adjust and operate measuring devices.
			12. Performs preventive and corrective maintenance on equipment and devices.
			13. Disassembles instruments and equipment, using appropriate tools, inspects instruments and equipment for defects, then reassembles.
			14. Troubleshoots defects found in calibration process.
			15. Confers with Department Management and QA Manager to assist with equipment, maintenance, certification, training, and repairing.
			16. Tags and segregates equipment found in an "out-of-tolerance" condition and notifies the QA Manager, and/or appropriate Department Foreman.
			17. Records inspection or test data and maintains all required records for calibrations as listed in GAGEtrac or other sources.
			18. Basic working knowledge of how to properly tag and segregate equipment and calibration devices found "out-of-tolerance" and notify the Quality Assurance Manager.
			19. Basic working knowledge of Geometric Dimensioning & Tolerancing.
			20. Basic working knowledge of material grades & specifications.

			21. Inspection of Materials: <ul style="list-style-type: none"> ○ Receiving material inspection ○ First article inspection ○ In-process material inspection, and ○ Finished product inspection (parts and assemblies in production departments). (Inspections will be monitored by the Machine Shop Foreman or Quality Assurance Manager)
			22. Complete working knowledge of the record keeping system (i.e. Sample Part Layout Sheet) for recording, distribution and filing.
			23. Use and understand the telephone system, LMF computer system, and be able to complete data entry. Use of the personal computer software Microsoft Word, Excel & Outlook.
			24. Miscellaneous duties as required by the QA Manager.
			25. Internal Auditing (if required).

Other important information:

- Never use an obsolete revision of a Calibration, or other department, Operating Procedure, Work Instruction, Form, or Job Description / Training Checklist. If in doubt, the current revision status of a document is available on the department’s current computer ‘Server’ drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

Employee’s Signature Date

Sponsor’s Signature Date

Quality Assurance Manager Date