

CORPORATE JOB DESCRIPTIONS

Quality Coordinator

RESPONSIBILITY	AUTHORITY	EDUCATION / *TRAINING / EXPER.
Understand Quality Policy & General Safety Rules.		
Computer skills in IQMS, MS Office, Minitab and others as required.		Knowledge of SPC Data Input & Control Charts.
Quality Documentation Creation & Support (PPAP, ISIR, FAI, PD, IP, Monthly Data, QMS Logs, Quality Alerts, Charts, Minitab, Pictures)		
Daily product Quality Defect Resolution I.e. Product Hold & NCM as applicable.		
Defective Product Sorting as required.		
Product/Process Support Documentation Creation & Updates.		
Customer Returns Processing, quarantine, disposition & Reworking as applicable.		
Coordination of Customer Samples as applicable.		
Receiving Inspection/Color Chips as applicable.		
Calibration; All duties including; scheduling, coordinating, performing, record keeping.		
Blue Books for the day/weekend list as appropriate.		
Start-ups as required.		
CMM Checks as required.		Color Blind Test Every 5 Years
Quarantine Partial Box Processing as required.		
Tool Repairs		
Testing of components to support PD/IP requirements.		
Operator Training - New Operators, 565-P training.		

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APPR BY: CORP HUMAN RES/JRS

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Certs for finished products, SPC data, CoC & CoA data.		
Training Section Leaders both new & refresher, including daily duties when required.		
Material Certs, for incoming and outgoing materials.		
MSD updates.		
Maintaining and keeping track of attendance for all members of the Quality team.		
Working with Engineering, for new production projects and associated documentation.		
Daily troubleshooting of production floor issues.		
Creation of visual aides to support production documents.		
Coordination and facilitation of UL/NSF audits as applicable.		
Miscellaneous assignments as required.		

*See Training Procedure CP-811 and the Job Specific Training Matrix PPC-899-4