
Job Identification

Job Title: Quality Inspector (Afternoon Shift)
Division: Bailey Metal Products Limited – Concord, ON
Department: Quality
Reports to: Quality Manager
Revised: October 8th, 2019

Job Purpose Summary

The Quality Inspector will perform duties to facilitate the manufacturing of Bailey Metal Products' products to specification. The Quality Inspector will be working within a team environment to ensure all aspects of production are completed effectively to meet the necessary quality and safety standards. The Quality Inspector functions in a support role to all other departments.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Document Control

- Document creation and control. Keep all hard copy and electronic forms up to date and dated accurately.

Audits

- Random Spot Audits to raise awareness of Quality. This can take the form of auditing a specific Bailey Process Map, or can be a general audit of an item such as incoming, in-process or final inspections, warehouse control, traceability.

Training

- Training of all applicable personnel and departments in the Quality Management System (QMS) including the Quality Manual and Quality Instructions.
- Training of all appropriate staff in all departments as Bailey Processes are created revised and finalized raising the level within their Division.

In-Process Inspection

- Lab testing of slit Paper as produced by the Paper Slitter
- Lab testing of PaperBead product (i.e. testing for heat, humidity, etc.)
- In-process testing of PlatinumPlus product and process to ensure continued adherence to established quality standards.

Calibration

- Responsible for the control and maintenance of all inspection, measuring and test equipment.
- Maintain calibration of all test equipment on an ongoing basis.

Internal NCR

- Creation of Internal Non Conformance Reports.

Data Analysis

- Analyze and report findings and make recommendations.

Continuous Improvement

- Continuously improve existing Bailey Processes and Development of new ones as required.

Record and Data Retention

- Filing all completed documents in an organized manner both hard copies as well as electronically.

Strategy and Communications

- Provide status updates on issues in work functions.

- Communicate and liaise with all departments.
- Monitor QA system and advise Corporate Quality on system performance; publish statistics regarding performance against set goals.
- Support new product development.

Expectations

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness.
- Participate in the company's quarterly inventory count.
- Other duties as assigned by the Quality Manager.

Quality

- 2-3 years of experience in a manufacturing plant environment preferred.
- Completion of college or university degree/diploma preferred.
- Basic understanding of inspection process and procedures.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.)
- SAP experience would be considered an asset.
- Ability to analyze data.
- Perform basic technical analysis/troubleshooting.
- Ability to read and interpret blueprints/technical drawings.
- Exceptional organization and time management skills, along with the ability to work with a high degree of accuracy.
- Exceptional written and verbal communication skills.

Working Conditions / Physical Demands

- Ability to sit and stand for prolonged periods of time.
- Able to lift materials up to 50 pounds.
- Ability to work on the production floor, mostly in a standing capacity.
- Plant environment including an exposure to heavy equipment, fumes, and dusts; PPE required.