Document No:				**Rev:**	Page **1 of 3**
Position Title:	Quality Assurance Technician			**Position # or Level:**	
Department:	Quality Assurance		**Reports to:**	Quality Manager	
Employment Status:	Full-time, non-exempt (hourly)	**Pay Grade or salary range:**		**% Travel Required**	0%

Position Summary: The Quality Assurance Technician supports and maintains the company's Quality Management System (QMS). The Technician administers the training and calibration programs, maintains controlled quality records, supports internal and external audits, and helps drive nonconformance, corrective action and quality data activities to closure. Working alongside the QC Inspector, the Technician applies inspection expertise (IPC workmanship standards, sampling plans and precision measurement) to support incoming and outgoing inspection, resolve acceptance questions and provide inspection backup when needed.

Essential Duties:

QMS Operational Support

- Administer the calibration program: maintain the equipment list and recall schedule, coordinate outside calibration vendors, review calibration certificates for acceptability, perform and record in-house verifications, and quarantine and report out-of-tolerance equipment.
- Maintain the training program, including the training matrix by position, the training schedule, and tracking of due, overdue and recurring training and re-qualifications.
- Schedule and coordinate training sessions with internal trainers, department supervisors and outside providers; notify employees and supervisors of upcoming and overdue training.
- Prepare for and support internal, customer and registrar audits by retrieving records, demonstrating processes and following up on findings.
- Document nonconforming material (NCMR), support MRB disposition, and gather objective evidence for corrective/preventive actions (CAPA) and supplier corrective actions (SCAR); track actions to closure.
- Collect, check and verify quality records to ensure the activities are completed as planned.
- Conduct ESD, 5S and in-process audit.
- Support material compliance management and compile compliance reports per guidance

Inspection

- Serve as technical resource to the QC Inspectors and operators on borderline acceptance questions.
- Conduct incoming, in-process and outgoing inspection of purchased materials and SMT assemblies to IPC-A-600/IPC-A-610, drawings and customer requirements.
- Perform specialized measurements using a Micro-Vu (or equivalent) vision measuring system, calipers, micrometers, gauges and microscopes, X-ray imaging, and XRF for plating thickness and RoHS/material verification.

Other Duties & Responsibilities (Optional)

Minimum Qualifications:

- High school diploma or GED.

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- 5+ years of working experience and 3+ years of quality experience in an electronics manufacturing (SMT/PCBA) environment, including support of QMS operation.
- Working knowledge of IPC-A-610; familiarity with IPC J-STD-001 and IPC-A-600.
- Proficiency with Microsoft Excel, Word and Outlook, with accurate data entry.
- Working knowledge of QMS requirements (e.g., ISO 9001) for training, calibration, document control and records.
- Understanding of attribute sampling plans (ANSI/ASQ Z1.4 and c=0) and basic calibration concepts (traceability, tolerance, recall intervals).
- Hands-on experience with precision measuring tools (calipers, micrometers, gauges) and inspection microscopes
- Ability to read and interpret engineering drawings, BOMs and specifications.

Key Competencies:

- **Organization & Follow-Through:** Manages schedules, due dates and recalls so that training and calibration never lapse, and follows open items to closure.
- **Computer Literacy:** Familiar with Microsoft Office, QMS software and other applications for record maintenance; learns new systems quickly.
- **Technical Judgment:** Applies acceptance criteria consistently and escalates borderline conditions appropriately.
- **Documentation Discipline:** Keeps records complete, accurate, legible and on time.
- **Attention to Detail:** Catches gaps and errors in records as well as workmanship and dimensional defects.
- **Communication:** Follows up clearly with employees, supervisors, vendors and the QC Inspector on training, calibration, inspection and corrective action items.
- **Integrity & Independence:** Holds the line on quality requirements under schedule pressure.

Preferred Skills:

- Associate degree or technical certificate in electronics, manufacturing or quality technology.
- Current IPC-A-610 Certified IPC Specialist (CIS); J-STD-001 certification a plus.
- Experience in an ISO 13485 or AS9100 quality system, including participation in audits.
- Experience with a Micro-Vu or other vision/CMM measuring system, and with XRF, X-ray or AOI inspection equipment.
- Experience in MIL-STD-883 optical inspection.

Work Environment:

- Combination of quality office and manufacturing/inspection-lab environment, including ESD-controlled areas and cleanrooms; requires wearing ESD/cleanroom equipment.
- Regular computer work for record maintenance, plus periods of sitting or standing at microscopes and inspection stations with close visual work and fine hand manipulation.
- Occasionally lifts and moves materials up to 25 lbs.

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- Works with XRF equipment that emits ionizing radiation; must follow the company radiation safety program.
- This position may require access to export-controlled (ITAR) technical data; if so, the candidate must qualify as a U.S. Person.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the requirements, essential functions and duties of the position.

Employee Printed Name _____

Employee Signature _____

Date _____