



# Job Description

**Job Title:** QA Inspector

**Job Purpose:** Follow established procedures and guideline to manufacture the organization's product according to specification criteria target and quality standard. Monitor the quality of output from production and products & process performance met organization's quality requirements.

**Reports to:** QA Engineer

**Last Updated:** 4 July 2025

## Key Responsibilities

- Technical skills and ability to understand blueprints, documents and manuals
- Maintain detailed records of inspections, noting deviations or defects found to ensure traceability and quality control
- Responsible for product quality assurance and the company's products
- Responsible for quality assurance work by quality assurance as sampling plan 2 stages as follows:  
In-coming Inspection  
Out-going Inspection
- Receive problems from college departments and take action to avoid interruption of the production process and when there is a problem, must notify the QA Engineer immediately.
- QA inspector shall select sampling plan to perform visual inspection for part revision, rolling orientation, visual cosmetic, confirm tests.
- Assurance and maintain quality of product by referring to the sampling plan before delivery to Customers
- Prepare the certification documents such as CoC, CoA for submit to QA Engineer for approval for sent to customer
- Any other assignments as assigned by supervisor.

## Requisite Criteria

- Knowledge of basic math and computer skills (MS Office applications).
- Familiarity with quality testing equipment will be a plus
- Knowledge about industry products and processes or relate quality section minimum 2 years.
- Good communication skills
- Can by use computer and Microsoft Office applications
- Good team player who can work efficiently with minimal supervision
- Strong regard for quality assurance according to company standards

## Skills

- Problem Solver
- Eye for detail

Acknowledge Receipt By (signature)/ Full Name/ Date:

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