

CURRIER PLASTICS, INC.
JOB DESCRIPTION

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| JOB TITLE: | Quality Engineer | STATUS: | Exempt |
| DEPARTMENT: | Quality Assurance | REPORT TO: | QA Manager |
| REVISED: | EPT 12-06-21 | APPROVED BY: | EPT |

JOB SUMMARY:

The Quality Engineer assures products, processes, and quality records conform to quality standards and establish compliance with the quality system. Responsible for maintaining a strong collaborative partnership with cross-functional team members that facilitates organizational success by safely meeting business needs. Lead on-time completion of Quality Assurance (QA) engineering deliverables.

ESSENTIAL JOB FUNCTIONS:

25% Modify testing and methods of control to ensure cost effective product quality that meets or exceeds the products quality specifications and standards within the regulatory restraints under which the company operates including but not limited to:

- Modifying methods of measurement and inspection work instructions for existing products in the most accurate, cost effective, and least labor-intensive manner, while still ensuring product quality.
- Providing statistical information for quality improvement and cost savings through data acquisition, analysis, and periodic evaluations.
- Investigating quality related problems with products and processes, working inter-departmentally, to determine cause, recommend corrective action, and implement necessary modifications to the QMS to establish and improve control.
- Performing internal quality audits as assigned, reporting results of the audit, and recommending corrective action necessary.
- Programming CMM – Zeiss Calypso software.

- 50% Assist manufacturing departments with process validation of customer projects including, but not limited to:
- Planning and performing Gage R&R, DOE, IQ, OQ, PQ processes.
 - Performing capability studies, analyzing data, and make recommendations to achieve acceptable Cpk.
 - Acting as QA representative for sampling projects which require initial measuring to evaluate if sample should continue, or if changes must be made to tool/process.
 - Providing necessary data and dimensional measurements to verify tool and process modifications yielded desired results.
 - Presenting the results to the customer.
- 15% Assist manufacturing departments with production and analysis of on-going customer projects including, but not limited to:
- Making day to day decisions on product acceptability acting as the customer representative.
 - Creating or eliminating deviations from product specifications based on necessity.
 - Providing input on quality to product development team.
 - Recommending production improvements through data driven evaluations and by applying continuous improvement principles and techniques to critical areas of production.
 - Responding to customer complaints and corrective actions, interfacing with the customer and departments internally to rectify issues, leading to continuous improvement of product quality.
- 10% Administer the company's on-line Statistical Process Control (SPC) system with duties including, but not limited to:
- Creating standards for each part critical to quality (CTQ) feature within the software program.
 - Designing data entry templates for each part.
 - Troubleshooting system any errors that may occur, monitoring database to isolate problems and locate trends then report to appropriate departments for action.
 - Creating statistical charts and reports as necessary for process and/or tool adjustments to improve capability.

KNOWLEDGE, SKILLS, & ABILITIES:

- Working experience with process validation (DOE, IQ, OQ, PQ) and SPC (minitab).
- Accountable for decision making and oversight within the QMS, including CAPA (Corrective and Preventative Action) systems.
- Collaborating and influencing key stakeholders to develop and maintain QA procedures, forms, and system related documentation.
- Maintain quality system related records, ensuring accuracy and compliance to customer requirements.
- Make decisions regarding product acceptability, based on associated levels of confidence and risk factor.
- QAE is to function as a representative of the customer and act accordingly.
- Devise and implement various methods and procedures for inspecting, testing, and evaluating the precision, reliability, and accuracy of products and processes.
- Contribute to the overall success of the company by performing all assigned duties in a professional, timely, and accurate manner.

QUALIFICATION STANDARDS:

Four-year degree in engineering science or math with two years of experience as Quality Engineer is preferred.

-OR-

Two-year degree and minimum of two to five years' experience as a Quality Engineer / Technician

-OR-

No degree and six plus years' experience as a Quality Engineering / Quality Technician.

SUPERVISORY RESPONSIBILITIES:

Assign project work inspections to QA technicians as required.

MENTAL AND VISUAL REQUIREMENTS:

Close mental and visual attention required to perform work dealing primarily with preparing and analyzing data and figures, performing accounting work, using computer terminal, AND/OR extensive reading

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arms and/or leg controls requires exertion of forces greater than that for

Ability to sit, stand, walk, talk and hear. Ability to Climb, balance, stoop, kneel, crouch, reach, use fingers. Ability to pull, push and lift objects. Ability to grasp and feel.

EQUIPMENT USED:

Ability to operate video coordinate measuring equipment, Brown and Sharp CMM, Shimadzu Tensile Tester, verniers, micrometers, various measuring equipment, and general office equipment.

SAFETY, PROTECTIVE CLOTHING AND GEAR REQUIREMENTS:

Safety requirements for this position include but are not limited to eye protection when on the production floor and in the tool room. Employees must follow any additional safety requirements as posted in specific job areas.

ENVIRONMENTAL CONDITIONS:

The employee is not substantially exposed to adverse environmental conditions.

COMMUNICATION SKILLS:

Ability to read, analyze and interpret general reference periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of department heads, managers, and clients.

MATH SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

EMPLOYER’S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

EMPLOYEE’S ACKNOWLEDGMENT:

I have read and received a copy of this job description.

Employee Signature

Date