ATT Metrology Services
a *metrologic group*®company

Quality Assurance Staff

Quality Assurance Job Responsibilities

Monitors adherence to Quality plan by conducting analysis; internal auditing; identify critical and preventive measures; monitoring procedures, corrective actions and verification procedures.

Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, corrective actions and audit results

Validates quality processes are followed by internal audits, reviewing documented evidence, determining operational performance, writing and updating quality assurance procedures

Updates job knowledge by studying trends in quality management and participating in educational opportunities

Enhance department and organization by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Quality tasks

Update current ISO9000 compliant quality system to AS9100 registered company

Audits –Perform approximately 20 internal audits per year, create Audit schedule, Audit Plan, and perform the audit interviews and Final Audit report.

Work any discrepancies found during audit (CAR's, PAR's, or observations).

Maintains certifications –
Scans certs to server and saves them under correct folders
Archive and maintain Cert Ext's. Make sure inventory has notes that something has been extended. Also file electronic copy under the file in Certifications.

Maintains Hard Copies of Certifications in the books –
Files Originals, Stamps Previous Cert Obsolete, Archives aged ones to be filed in History, Periodically go through books to correct or move certifications.

Tool Repair Reports – Maintains and Updates forms and log.
Missing Items Reports - Maintains and Updates forms and log
Maintain the jobs and jobs archive directory

Measurement Reports – Make sure all jobs are transferred to the server, collect measurement reports from the techs, and check them for accuracy and completeness with the checklist. Once done burn a CD of the job files; move the jobs file from Jobs to Jobs archive.

Additional tasks will be identified and added as ATT achieves AS9100/ISO 9001 certification

Reports to: CEO, COO, CFO. Work in ATT corporate office in Issaquah Washington

Qualified applicants should send resumes to resumes@attinc.com (preferred) or fax to 425-642-8004.

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