



## Example of QC Inspector Job Description

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Our growing company is hiring for a QC inspector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for QC inspector

- Familiar with international Codes, Standards and regularities
- Implement quality inspection procedures on construction activities, suppliers, sub-contractors to ensure compliance to project specification
- Ensure that the documentation generated by the contractor for inspections, tests, surveillance and surveys meets the requirements of the Project Quality Plan, ITPs and project requirement
- Ensure Completion of relevant forms and reports on inspections and tests undertaken by the contractor and maintenance of inspection records
- Perform Surveillance of project site construction activities to identify problems and potential or actual non-conformances and to assist in proposing corrective and preventive actions
- Liaise with other Field Supervisors and Contractor to be aware of planned and completed construction works to ensure Civil tests are planned and performed
- Monitor Contractor's Concrete Casting, Steel fixing, Anchor bolts, Grouting, Steel Structure erection, Block works, Soil & Excavation, Roads and Material-Receiving Quality Procedures implementation and QA/QC activities
- Ensure all Civil activities are performed according to Project requirements and that tests and reports are prepared, approved and included in documentation packages
- Witness Site & Laboratory Tests related to civil activities
- Monitor that materials and equipment are used in accordance to

## Qualifications for QC inspector

- Previous Quality Control, personal computer, Access Database, EWM and SAP experience is a plus
- Must be able to work a flexible schedule with some overtime and weekends
- High School degree required or 2 year technical degree preferred
- Ability to lift/move boxes up to 75 lbs
- Perform inspection and testing of purchased materials, components and products in accordance with policy and procedures
- Assist Supplier Quality Engineering with technical inspection support