



## Example of Quality Assurance Representative Job Description

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Our company is looking to fill the role of quality assurance representative. 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 quality assurance representative

- Attend and contribute to production morning meetings
- Provides daily construction observation of construction contractors work
- Verify that all required preliminary actions have been taken such as submittal, review, and approval of shop drawings
- Performs random quality audits on all functions within the assigned departments and facilities according to established procedures at the direction of the Quality Audit Supervisor
- Audits for Phone, E-mail, Chat, IWF, and future Customer Care responsibilities that may come
- Audit information is entered on the quality audit form within the QA Application system(s) where it generates reporting results to Employees, Supervisors, Managers and Production Accounting
- Determines if Acceptable Quality Level (AQL) pass/fail guidelines are met as required
- Provides written documentation of audit results to the Supervisors, Managers and Production Accounting on a weekly basis
- Conduct in-process and final inspections of all aircraft, engine, aircrew, ordnance or other related systems maintenance tasks which require a QA Representative sign-off per customer/company directives/publications
- Ensure check pilots and aircrew are briefed before post maintenance FCFs so the purpose and objectives of the flight are clearly understood

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- Tire and Wheel Certified – As Required
  - Ordnance Certified – As Required
  - Hydraulic Qualified – As Required
  - Experience with laboratory construction projects is preferred
  - Experience with clean room construction and testing is preferred
  - Experience with Bluebeam and other jobsite technologies is preferred