



## Example of Quality Control Clerk Job Description

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Our growing company is searching for experienced candidates for the position of quality control clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for quality control clerk

- Documenting finished product status including recording and summarizing raw material, in process and finished product inspection and test data, updating quality assurance database
- Keeping management informed including reviewing and analyzing reports, summarizing information and identifying trends
- Maintaining a safe and clean working environment by enforcing compliance with all applicable procedures, GMP's, OSHA, preventive control and Freshway rules
- Ability to cover the Quality – Fabrication duties when requested (provides first piece inspection for all incoming materials and operations within the departments)
- Evaluation of incoming pipeline pressure tests to ensure compliance to requirements of the Pipeline and Hazardous Materials Safety Administration (PHMSA) , American Petroleum Institute (API) and inter-company standards
- Collaboration within a multi-disciplinary team that consists of other professionals with various backgrounds in engineering, pipeline safety, and field operations to perform evaluation referenced above
- Follow-up communication with field personnel, including possible site visits (up to 10%), to correct any test record non-compliances
- Data reporting and analysis to key team members
- Organize and update files as needed according to company procedures and guidelines
- Create and maintain essential data elements when required for business

## Qualifications for quality control clerk

- Skilled in MS Windows and Office
- Ability to pass an advanced background check, drug screening, and education verification
- Working knowledge of industry standards and practices, , PHMSA Title 49 CFR Parts 192/193/195, API RP1110
- Experience with pipeline pressure testing in some capacity, with an understanding of MAOP validation, Operators Qualifications requirements, equipment calibration acceptance criteria
- Basic understanding of pipe materials of construction and interpreting piping specification details
- Midstream / Downstream Field experience preferred