

## QUALITY ASSURANCE INSPECTOR

Position schedule:

Monday – Friday Evenings 3:30 – 12:00 midnight

Two years aviation experience required.

The Quality Assurance Inspector is responsible to the Quality Assurance Manager for the evening operation of the QA department. The Inspector is responsible for verifying the details of inspection standards, methods and procedures used by the repair station in complying with all applicable Federal Aviation Regulations, manufacturer's specifications and recommendations.

The Inspector has similar duties and responsibilities as the Quality Assurance Manager.

It is the Quality Assurance Inspector's duty to:

- Ascertain that all inspections are properly performed on all completed work and that the proper inspection records, reports and forms used by the repair station are properly executed prior to releasing the product for return to service.
- Maintain and keep current a file of pertinent Federal Aviation Regulations, specifications, type certification data sheets, and airworthiness directives.
- For identifying, controlling, segregating, and maintaining all stock and tools to a serviceable or unserviceable category.
- Determine that all technical data on all articles overhauled or repaired by the repair station are secured and kept current with latest revisions by the respective department inspectors. This data includes repair station's process specification for limited rating specialized services, manufacturer's overhaul manuals, service bulletins, part specifications, related Federal Aviation Administration approved data and other technical data used by the repair station. In addition, assure that all military technical orders used in the overhaul and repair of components have been evaluated and approved by the FAA.
- Assure that periodic checks are made on all inspection tools and the calibration of precision test equipment used by the repair station and mechanics that have their own precision equipment. Further assure that a current record of those inspections and tests are maintained.
- Determine that no defective, unserviceable, or unairworthy parts are installed in any component or articles released by the repair station.
- Notify the Quality Assurance Manager to submit reports of defects to the Administrator within 72 hours after it discovers any serious defect in, or other recurring unairworthy condition of, an aircraft, powerplant, propeller, or any component of any of them. The report shall be made on a form and in a manner prescribed by the Administrator, describing the defect or malfunction completely without withholding any pertinent information. (FAR 145.63)
- Assure the proper execution of a maintenance release.
- Accomplish the final acceptance of all incoming material, including new parts, supplies and the airworthiness articles on which work has been performed outside the repair station by contract.
- Conduct the preliminary, hidden damage, in progress, and final inspection of all articles processed by the repair station and record results as outlined.
- Oversee the proper tagging and identification of all parts and components as outlined.
- Provide for continuity of inspection responsibility, assuring completion of required inspection when personnel shift or assignment changes occur.
- See that rejected and unserviceable parts are handled in such a way as to prevent their reuse as serviceable parts.
- Ascertain that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports, and forms required for such release are properly executed.
- Maintain files of completed Work Orders and Inspection Forms in such a manner that the file pertaining to a specific item repaired can be readily located for review.
- Inspect all radio work that requires the qualification of an A&P mechanic, such as airframe structures, airframe electrical wiring, and weight and balance.

NOTE: The Quality Assurance Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Quality Assurance Manager of the overall responsibilities.

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