



## Functional Task Description

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Task Title: **Quality Document Technician**

Reports To: **Department Supervisor**

**DESCRIPTION:** *One or more of the following tasks may be assigned:*

Knowledge of measuring equipment to ensure compliance to customer requirements.  
Completes documentation of dimensional or visual requirements and records on AS9102 forms.  
Use Discus software to prepare First Article Inspection Reports, Assembles First Article Technical Data Packs (Reports, Certs, CMM Data) for shipment to Customer.

**SKILLS REQUIRED:**

Able to interpret complex customer drawings.  
Able to record inspection findings in a clear and legible manner.  
Working Knowledge of Adobe, Excel.  
Knowledge of Manufacturing Routers, Customer Purchase Orders, Quality Clauses, Special Processes.

**EXPERIENCE REQUIRED:**

Experience with interpretation of drawings and the use of inspection equipment.  
5 years of manufacturing experience or equivalent.  
Discus (AS9102 package) is preferred.  
Basic Understanding of Manufacturing practices helpful.  
Knowledge of Quality Procedures and workmanship standards helpful, but not required.  
Understanding of Geometric Tolerances (GDT) per ANSI Y14.5

**TRAINING and/or EDUCATION REQUIRED:**

On the Job Training will be provided for document completion.  
High School Diploma or equivalent

Approved by: **Jeanette Potter**

Date: **12/10/2018**