ESCATEC YOUR INTEGRATED MANUFACTURING PARTNER	**JOB DESCRIPTION**

Job Title	QA/ Good-in Inspection	**Dept**	Quality
Report to	Quality Assurance Manager	**Date**	9th October 2026
Subordinates	NIL	**Prepared By**	Quality Assurance Manager

JOB OUTLINES

Job Description:

The **Goods-In Quality Inspector** is responsible for the inspection, verification, and control of incoming materials, components, and assemblies to ensure compliance with customer, engineering, and company requirements before release to production. The role supports quality improvement activities, inventory accuracy, and continuous improvement within the Quality Management System.

- Perform incoming inspection of electrical, mechanical, electromechanical, PCB, and cable assembly products against drawings, specifications, datasheets, and purchase requirements.
- Verify supplier documentation, Certificates of Conformance (CoC), First Article Inspection Reports (FAIR), and inspection records.
- Raise and manage non-conformance reports (NCRs) for rejected materials and support supplier corrective action activities
- Use MRP/ERP systems to review purchase orders, material status, inspection plans, and quarantine transactions.
- Maintain accurate inspection records and ensure traceability requirements are met.
- Work closely with Purchasing, Stores, Engineering, Manufacturing, and Quality teams to resolve material-related issues.
- Conduct product verification using measuring equipment including callipers, micrometres, gauges, and electrical test equipment where applicable.
- Support inventory accuracy through inspection and correct system transactions.
- Participate in continuous improvement initiatives to reduce supplier defects and improve incoming quality performance.
- Assist with internal, customer, and certification audits if required.
- Maintain a safe, clean, and organised work environment.
- Carry out any other duties as assigned by the Quality Manager.

Job Requirement:

- Experience in a manufacturing, electronics, or electromechanical assembly environment.
- Ability to read and interpret engineering drawings, electrical schematics, mechanical drawings, and technical datasheets.
- Working knowledge of MRP/ERP systems (Infor LN,M-Trac, SAP, Oracle, Microsoft Dynamics, or similar).
- Experience inspecting electromechanical components, PCBs, cable assemblies, and mechanical parts.
- Strong attention to detail and ability to identify non-conforming materials.
- Good problem-solving and communication skills.
- Competent in Microsoft Office applications.
- Self-motivated with a proactive, positive, and "can-do" attitude.
- Ability to work independently and manage multiple priorities.

Key Result Area (KRA):	
• Timely resolution of Non-conformances / Quarantined items. • Timely closure of Customer Complaints. • Completion of assigned audits. • Working area is kept tidy and organised.	
Approved by:	**Acknowledged by:**
Name: Robert Jawdoszak Position: Quality Manager Signature:	Name: Signature: Date:

Originally signed document to be filed in the personnel file.