**RACEMARK INTERNATIONAL – SCORECARD**

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| **Position Details** |
| **Date: 4/17/18** | **Title: Quality Technician – 2nd Shift** |
| **Manager: David Vaughn** | **Region: LLC** |
| **Mission** |
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| To contribute to Racemark’s customer satisfaction and the reduction of the cost of poor quality by: To contain, sort, and rework any non-conforming material found either by the customer or internally Perform First Piece inspections accurately and in a timely manner to reduce the production of scrap Perform testing accurately to validate product conformance to specifications Perform receiving inspection functions to approve supplier materials To document process and product conformance through our internal audits To work with production to investigate, solve and eliminate any problems To communicate finding between shifts |
| **Outcomes** |
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| **Outcome #1** |
| **Primary Task:****Perform First piece inspections accurately and in a timely manner to reduce the production of scrap** |
| **Supporting Action #1:**Respond to calls from production to approve their processes. Be familiar with required work instructions and follow required guidelines to complete tasks in a timely fashion. |
| **Supporting Action #2:** With assistance from Production, take immediate action to address any non-conformance found during inspections. Perform any required containment action if non-conforming material is found. Document findings and action taken to correct, and communicate to others shifts. |
| **Outcome #2** |
| **Primary Task:****Perform testing accurately to validate product conformance to specifications** |
| **Supporting Action #1:**Perform required testing and document test results |
| **Supporting Action #2:** Have a good working knowledge of product and process specifications.  |
| **Outcome #3** |
| **Primary Task:****Perform receiving inspection functions to approve supplier materials** |
| **Supporting Action #1:**Respond to calls from material service to receive and approve incoming materials. Obtain required samples and perform tests to approve or reject material. Perform any required containment action if non-conforming material is found. |
| **Supporting Action #2:** Have a good working knowledge of test procedures and part specifications.  |
| **Competencies** |
| **Competency #1** | Knowledge of Racemark internal processes |
| **Competency #2** | Basic computer skills – PLEX, Outlook, Excel |
| **Competency #3** | Blue print reading and interpterion |
| **Competency #4** | Ability to read, write and speak English and understand basic math concepts |
| **Competency #5** | Organizational skills and attention to details |
| **Competency #6** | Problem solving and ability to work with other team members |
| **Minimum Qualifications** |
| Qualification | Minimum experience time/level |
| Work experience – process knowledge – multiple areas preferred | 12 months combination of Racemark and others |
| Basic computer skills - Ability to document and communicate findings | OutlookExcel |
| Blue print – how to read / interpret | 2D drawing comprehensionBasic shapes and dimensions |
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| **Preferred Qualifications** |
| Qualification | Minimum experience time/level |
| Basic English and Math | High school understanding |
| Problem solving | Description of actions taken to address issues |
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