

# HR INSPECTION

Perform regular quality assessments on all incoming materials from vendors and outgoing products for shipping.

Teach the production team about quality control concerns to improve product excellence.

Supervise the production process.

Resolve quality-related issues in a timely manner

Conduct inspections, tests, and audits to ensure compliance with industry standards and regulations

Identify and report any non-compliance issues and recommend corrective measures

Develop and maintain inspection reports and documentation

Communicate inspection results and findings to management and stakeholders

Conduct follow-up inspections to verify corrective actions

Reject all products and materials that fail to meet quality expectations.

Read blueprints, plans, and specifications to understand the requirements of products and services.

Measure product dimensions, examine functionality, and compare the final product to the specifications.

Recommend improvements to the production process to ensure quality control.

Document inspection outcomes by completing detailed reports and performance records.