



The Manufacturers Association

JOB QUALIFICATION STANDARD (JQS)

Occupation: QUALITY ASSURANCE AUDITOR

Work Process (Competency): Workplace Orientation

Practical Hours: 300 hrs.

Standard (Objective Group): Health and Safety/PPE: Adhere to safety practices when performing tasks within the working environment.

Performance Objective (Skill Objective): Demonstrate the ability to adhere to federal, state and company safety, health and environmental rules and regulations to avoid workplace injury for an individual and their co-workers.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to adhere to personal grooming requirements in the facility.	
Demonstrate the ability to use personal protective equipment including eye, ear, hand, respiratory, body and foot protection, by ensuring that a correct fit and optimum protection is provided to the wearer for the specific task, in accordance with applicable safety legislation, government regulations, manufacturers' specifications and company standards/procedures.	
Demonstrate the ability to practice good housekeeping in the workplace by cleaning up spills or leaks, keeping work area clean and clear of obstructions, and storing tools or equipment so that the potential for accident or injury is prevented and tools or equipment are in place and available in compliance with safety regulations.	
Demonstrate the ability to prevent back injuries by adhering to proper work practices when performing the lifting of objects.	
Demonstrate the ability to follow fire safety procedures including: determining the potential for fire posed by the work being performed; locating and assessing the severity of the fire; selecting and operating fire extinguishing equipment; suppressing minor fires; activating alarms; following fire evacuation plans; and, reporting incidents; in accordance with applicable Acts, Regulations, Legislation, and Codes, manufacturers' specifications, and company standards or procedures.	
Demonstrate the ability to report injuries to a supervisor or safety personnel promptly, ensuring that the injured person is attended to and information is reported precisely and accurately describing how the incident occurred, so that future recurrence of similar accidents is prevented.	
Demonstrate the ability to perform good practices in workplace ergonomics to prevent injury while performing work over an extended period of time.	



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Standard (Objective Group): Lock-Out/Tag-Out: Observe safe practices, in accordance with OSHA and organizational requirements, when performing Lock-Out/Tag-Out duties on equipment.

Performance Objective (Skill Objective): Demonstrate the ability to adhere to lock-out/tag-out procedures and energy isolation for assigned machinery in accordance with facility regulations.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to recognize all protective tags and lockout devices that are used to isolate equipment and components from hazardous energy sources.	
Demonstrate the ability to perform a lock out procedure to isolate energy on an identified piece of equipment located on the shop floor.	

Standard (Objective Group): Handling Hazardous Materials: Observe safe practices, in accordance with OSHA, EPA and organizational requirements, when handling and storing hazardous materials at the workplace.

Performance Objective (Skill Objective): Demonstrate the ability to comply with OSHA regulations regarding hazardous materials and SDS communication, handling and storage.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to handle and store hazardous materials as assigned, while adhering to safe practices in accordance with OSHA and EPA requirements and guidelines, including completing the required documentation.	
Demonstrate how to identify and recognize hazardous situations and apply proper procedures (includes following guidelines to prevent spread of blood borne pathogens and spill control).	
Demonstrate the ability to prevent back injuries by adhering to proper work practices when performing the lifting of objects.	

Standard (Objective Group): Shop Practices: Apply a working knowledge of the expectations for an apprentice and the general shop practices required by the apprentice.

Performance Objective (Skill Objective): Demonstrate the ability to display integrity by applying the apprentice’s work expectations as defined by the apprenticeship program.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to respect for company’s time and property.	



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Demonstrate the ability to accept responsibility for one’s decision and actions.	
Demonstrate the ability to know the jobs assigned to you.	
Demonstrate a working knowledge of the company policy manual.	
Demonstrate an ability to show up on time every day with a desire to work hard and add value to the company.	
Demonstrate the ability to follow instructions laid out by your supervisor.	
Demonstrate a dedication to the trade and to the quality and professional standards set forth by the company.	
Demonstrate how to performing a preventive maintenance procedure for a given machine to extend machine life and minimize downtime in accordance with company-approved maintenance specifications and overall program goals.	

Performance Objective (Skill Objective): Demonstrate the ability to display business fundamentals in serving and protecting the organization and industry.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to understand one’s role in the functioning of the company and the potential impact of one’s performance can have on the success of the organization.	
Demonstrate the ability to recognize the importance of maintaining privacy and confidentiality of company information, as well as that of customers and co-workers, and comply with intellectual property laws.	

Performance Objective (Skill Objective): Demonstrate the ability to plan and prioritize work to manage time effectively and accomplish assigned tasks.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to plan and schedule tasks so that work is completed on time.	
Demonstrate the ability to prioritize various competing tasks.	
Demonstrate the ability to effectively allocate time and resources efficiently.	
Demonstrate the ability to take the necessary actions when project go off track.	



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Performance Objective (Skill Objective): Demonstrate the ability to actively look for ways to identify market demands and meet client needs.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to understand and anticipate customer need.	
Demonstrate the ability to provide personalized service with prompt and efficient responses to meet the requirements, requests and concern of clients.	
Demonstrate the ability to be pleasant, courteous and professional when dealing with internal and external clients.	
Demonstrate the ability to evaluate client satisfaction.	

Performance Objective: Demonstrate the ability to display teamwork by working and communicating effectively with others in a respectful manner.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to establish a high degree of trust and credibility with others.	
Demonstrate the ability to interact professionally and respectfully with supervisors and co-workers.	
Demonstrate the ability to develop constructive working relationships and maintain them over time.	
Demonstrate the ability to use appropriate strategies and solutions for dealing with conflicts and differences to maintain a smooth workflow.	

Apprentice Signature:	Completed: MM/DD/YY
Mentor Signature:	Completed: MM/DD/YY
Supervisor Signature:	Completed: MM/DD/YY
Comments:	