



All PHC Departments
Quality Control for Outside Sourced

Supervision Job Description

PHC Supervision

Revision # A

1

Implementation Date

11/21/2025

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Last Reviewed/Update Date

11/21/2025

JOB DISCRIPTION

Pilcher Hamilton Corporation

Approval

Tim Harmon

QC Supervision JOB DESCRIPTION

Purpose:

For defining and maintaining all Quality duties in for Lab Testing and production processes.

Responsibilities:

This job is responsible for ensuring each operator understands the quality and volume of products being processed, environmental and safety conformance are monitored.

A. Material Management:

- a. Monitor in process materials and run procedures.
- b. Establish contacts with Material suppliers, (films, cores, Inks, Coatings) to report quality related issues if or when they occur.

B. Quality:

- a. Ensure procedures are being followed.
- b. Perform testing on all in-process printed or coated materials.
- c. Review all procedures as required by management.
- d. Revise and review changes with Production Supervision when necessary.
- e. Respond to all operators for any issues reported, at all machines, both buildings.

C. Reporting:

- a. Complete surveys at customer request, quality and environmental
- b. Record and maintain lab test results and retain samples.
- c. Report any out of tolerance run conditions, stopping off any machines as needed.
- d. Maintain environmental document files

D. Customer Quality Complaints:

- a. Trace reported failures by Tag Number, PH #, WIP# etc. to Supplier and P.O.
- b. Participate in corrective actions investigations (internal and external).
- c. Attend quality meetings to review issues and implement immediate changes or process improvements.

E. Procedures and Work Instructions

- a. Write, review, and amend any procedure changes approved by the QC and Production Management.
- b. Identify and list work elements in each operation.
- c. Provide ergonomic suggestions to minimize downtime or safety concerns.



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- d. Approve and sign off on print jobs and coating on startups.
- e. Coordinate instructional changes resulting from any internal or external quality concern.

F. Safety:

- a. Participate in the safety program and meetings.
- b. Machine audits to include safety guards, PPE are in place.
- c. Address any safety concerns noticed or brought my attention by the operator for procedures, mechanical or material changes needed.

➤ **The above duties include the items to be addresses daily. However, any additional duties articulated by your manager must be performed as well.**

REFERENCES: Information used to ensure proper operations and manufacturing of customer requirements is contained in the Pilcher Hamilton Formal OJT Training Outline.

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