

Material / MTR Inspector

Overall Job Purpose:

An Individual assigned to **Receive** materials to Victory Energy's Quality Control manual and the ASME requirements.

Essential Job Duties and Responsibilities:

- Using Victory Energy's Purchase Order, obtained in (Mas90), shipping report and Material Test Reports; the Inspector will verify Victory Energy receives items that were ordered.
- The Inspector will verify that all Heat and Slab numbers match the Material Test Reports for items received.
- The Inspector will check all Material Test reports to insure they comply with the ASME code, Section II; for both chemical and mechanical requirements.
- The Inspector will initial and date each Material Test Report, once he/she has verified the Material meets the requirements of the ASME code.
- The Inspector will verify, that the correct Job number has been written in paint stick on each item's material verified.
- The Inspector will file the Material Test Report in the correct Job Binder, located in the Quality Control department.
- The Inspector will fill out the Material Data Sheet for each Job. This will include Material Manufacturer, Material Specification and Grade, Heat and Slab Numbers, Diameter, Schedule, or Thickness.
- The Inspector will file the Material Data Sheet in the correct Job Binder.

Other Job Duties:

- Ability to work closely with and communicate with Victory Energy's receiving department.
- Ability to make copies of Material Test Reports, when required by 3rd party Inspectors.
- Ability to contact Vendors by telephone and computer to obtain correct Material test Reports and Certificates of Conformance for received Materials.
- Ability to report to his/her Supervisor when errors occur in shipment, so corrective actions can be made.
- Ability to perform other duties as instructed.

Essential Job Qualifications:

- Minimum of 2 years experience in Boiler and Pressure Vessel material identification.
- Capable of reading and understanding Shipment documents.
- Capable of reading and understanding Purchase Order documents.
- Capable of using a computer.
- Must possess good telephone and communication skills.
- Must possess good penmanship.
- Must possess good filing skills.
- Capable of passing an eye test examination.