

Monthly Dinner Meeting: June 19, 2013  
**Organizing Your Office Spaces**  
Good Days Restaurant  
Bridgewater, MA



The Quality Management Process (QMP) is a Quality management model that has been developed to assist sections in their planning and implementation of services and programs that will meet the needs of current and future members.

Quality Excellence is one of the highest levels of achievement in QMP, and the only one determined by section members. Sections that reached any level of Quality Excellence proved their dedication and commitment to providing quality programs and services. The section is awarded with Gold Excellence by meeting or exceeding the Society's objectives in satisfaction and loyalty and by meeting or exceeding their retention rate from the previous membership year.



Total Quality is one of the highest levels of achievement in QMP. Sections that reached Total Quality proved their dedication and commitment by developing a business plan that provides valuable quality programs and services to their members and achieved at least 75 percent of these set objectives.

### **Mission Statement of the ASQ Olde Colony Section**

Our mission is to be the leading quality resource in the Southeastern Massachusetts area for manufacturing and non-manufacturing industries, while supporting the goals and objectives of the American Society for Quality.


*About the Topic:*

For those of us who didn't inherit the organization gene, or have any idea on how to begin organizing our lives, this meeting is for you!

*About the Speaker:*

With over 20 years of experience in office organization, Teresa Vien's proven skills and organizational techniques can help any business get ahead, whether you're a home office based business or have multiple locations. Organized Office Spaces specializes in providing onsite or remote office organization and consulting. We cater to small businesses either just starting out or just trying to get to the next level.

DINNER MEETING DETAILS

Date:	<b>Wednesday June 19, 2013</b>	Reservations:	<b><a href="mailto:programs@asqoldecolony.org">programs@asqoldecolony.org</a></b>
Time:	6:00 P.M. Registration 6:15 P.M. Dinner 7:00 P.M. Program		Register online using PayPal at: <b><a href="http://www.asqoldecolony.org">www.asqoldecolony.org</a></b>
Location:	<b>Good Days Restaurant</b> 99 South Main Street (Rte 28) West Bridgewater, MA		<b>(Please bring the paypal printout with you to the meeting. Thanks!)</b>
Cost:	\$25.00 (Discount to retired/ unemployed ASQ Members.)	Menu:	We've opened it up to other choices.
		Directions:	Rte 24 to Rte 106 East (Exit 16). Good Days is approximately 200 yards south of the intersection of Rte 106 and Rte 28 on Rte 28.



***Each dinner meeting you attend awards you 0.3 RUs. That's 2.7 credits for the year and 8.1 credits for the 3 year certification period!***



## Chair's Corner

Amazing how time flies! Thanks to the following people for all of their hard work on the e board:

**Monica Morrissey**, who always seems to come through in a pinch with whatever the section may need.

**Joe Hanley**, keeps us from veering off track during our meetings, and makes sure we have our minutes up to date every month.

**Gerry Quinn**, who is our "all things ASQ" go to person. Gerry runs the scholarship every year and the exams for certification.

**Aaron Jones**, our treasurer and membership chair. Aaron has gone above and beyond during his years at the Olde Colony section, contacting our new members, surveying our current members, and keeping track of our accounting for our yearly audit.

**Rochelle Jones**, our education chair. Rochelle has breathed new life into the education section, and will be assisting the chair in the upcoming year with the VOC duties.

**Ron Field**, our arrangements chair and NEQC liason, for his assistance in generating the monthly tickets for our dinner meetings and keeping us up to speed on the NEQC events.

**Dave Gaugler**, for his work on website maintenance.

Without the help of these dedicated individuals, we would not have the Olde Colony section. Please join us in September for our next dinner meeting, and feel free to join us on the first Wednesday of every month for an e board meeting (with the exception of July and August of course.)

**Have a great summer everyone!**

## Conferences:

Conference	Date	Organization
<b>Northeast Shingo Prize Conference</b>	Sep 24-25, 2013	Greater Boston Manufacturing Partnership <a href="http://www.gbmp.org">http://www.gbmp.org</a>
<b>Quality Networking</b>	June 20, 2013	ASQ Rhode Island <a href="http://www.riasq.org">http://www.riasq.org</a>
<b>Joint Meeting/New England Healthcare</b>	June 27, 2013	ASQ Boston <a href="http://www.asqboston.org">http://www.asqboston.org</a>

# CERTIFICATION / RECERTIFICATION

## Need to Certify/Recertify?

Applications for certification can be obtained from ASQ by calling 1-800-248-1946 or by downloading from the website at <http://www.asq.org/certification/downloadable-apps.html>.

Or you can register and pay on-line at <http://www.asq.org/certification/apply.html>

EXAMS GIVEN FOR:	EXAM DATE	APPLICATION DEADLINE
CBA, CHA, CQI, CQT, CRE, SSBB, CMQ/OE, 6SBB	October 5, 2013	August 16, 2013
CQA, CQE, CCT, CSQE, CQIA, CQPA, SSGB, CPGP	December 7, 2013	October 18, 2013

As a service to its members, ASQ Olde Colony Section hosts the exams given in March, June, October, and December. Exams are held at the John Joseph Moakley Center at Bridgewater State University.



## WHERE TO SEND YOUR COMPLETED RECERT JOURNALS

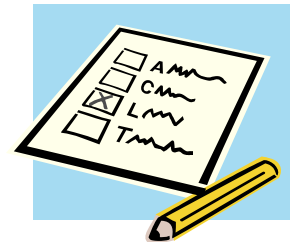
Please send your completed recertification journal and supporting documents to:

**Gerry Quinn**  
 12 King Road  
 Holbrook, MA 02343  
 Attn: ASQ RECERT.

## E Board Nominations

The following members have been entered as nominees for the 2014 calendar year:

- |              |                  |
|--------------|------------------|
| —Chair       | Jean Patton      |
| —Chair Elect | Monica Morrissey |
| —Treasurer   | Open             |
| —Secretary   | Joe Hanley       |



We will be voting on these positions at the June dinner meeting.



If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

— John Quincy Adams



# Employment Opportunities

**Title: Quality Inspector II**

**Duration: 4 Month Plus**

**Location: Woburn, MA**

## **Job Description:**

The QA Inspector inspects incoming commodities and sub-assemblies for conformance to applicable drawings and specifications. Parts for inspection include mechanical, chemical, printed material and purchased finished goods components. Documents and records all findings and raises issues as required. Tracks and trends all data generated.

## **Key duties/responsibilities of QA Inspector:**

Audit and monitor quality requirements in accordance with the company quality assurance policies and customer specifications.

File incoming component device history records.

Conduct inspections at First Article, in-process, in-coming and completes the final inspections.

Initiate Non-Conformance reports as required

Input and perform trending of key inspection process metrics.

Document and report inspection findings and results and monitors corrective actions to inspection findings.

Perform accurate mechanical, physical and visual inspection of raw materials, components, and sub-assemblies as per Inspection Plans and Specification Requirements.

Perform first article inspections to support the component qualification process.

Read and interpret specifications and part prints.

Perform material kit audits to insure accuracy and integrity of the kitting process.

Train staff in QA inspection techniques as required

Document information on the computer in various databases and other internal programs; logs the assembly non-conformities and generates a report (Client).

Perform other miscellaneous QA duties as assigned by manager.

Conduct various tests and quality checks on finished products. Insure that all products have been tested and fall within standards, measured to specifications and within tolerances, readability of labels, etc.

Follow all clean-up and housekeeping procedures. Comply with all quality, safety, and work rules and regulations.

Updates job knowledge by participating in educational opportunities; reading technical publications.

Work with the director for Material Review Board (MRB) meetings

Monitoring receiving inspection backlog and through put.

Recommend and request required inspection equipment, tools and fixtures as needed

Work cross functionally to ensure the resolution of problems and actions as needed

Identify potential product or process non-conformances; communicate and escalate utilizing CAPA as needed

Develop receiving inspection sampling and control plans

Work with Engineering and Manufacturing to develop or maintain specified critical inspection criteria

Generate change requests where needed to incorporate information into drawings or control plans

Initiate Nonconforming Material (NCM) as needed for nonconforming items

Works with Engineering and Manufacturing to develop inspection plans for components and assemblies

## **Candidates should have the following:**

High School Diploma or equivalent

5-9 years experience working in Incoming inspection, preferably at a medical device company

Basic math and communication skills.

Inspect components utilizing video microscope automated inspection equipment

Experience using calibrated hand measuring tools, e.g., calipers, micrometers, scales (ruler), precision pins, and precision gauge blocks. Knowledge of GMP & ISO requirements desirable: FDA 820 and ISO 13485:2003 Quality System Requirements

Experiences with ANSI/NCLZ Z540-1 Calibration systems requirements

Knowledge of ASME Y14.5M Dimensioning and Tolerancing

Understand sampling procedures / standards and tables (i.e. C=0 & ANSI) ANSI/ASQC Z1.4 Sampling procedures and tables for inspection by attributes, or equivalent

Must have good computer skills (Microsoft Word, Excel and other software packages)

Must be able to interpret mechanical component and assembly drawings & specifications

Excellent attention to detail

**Mehroz Khan | TalentBurst, Inc.**

Boston | San Francisco | Miami | Tampa | Toronto | New Delhi |

Work: (508) 628-7582 | Fax: (508) 319-3065 | Email: [mehroz.khan@talentburst.com](mailto:mehroz.khan@talentburst.com)

"The Meadows" 161 Worcester Road | Suite 630 | Framingham, MA 01701 | [www.talentburst.com](http://www.talentburst.com)

## YOUR 2012-2013 EXECUTIVE BOARD / LEADERSHIP TEAM

<b>Section Chair</b> <b>Jean Patton</b> jeanmwpatton@mac.com	<b>NEQC Rep</b> <b>Ron Field</b> ron.field@bhienergy.com	<b>Education Chair</b> <b>Rochelle Jones</b> education@asqoldecolony.org
<b>Chair Elect</b> <b>Monica Morrissey</b> m.morrissey11@comcast.net	<b>Treasurer</b> <b>Aaron Jones</b> asq@aaronjones.net	<b>Secretary</b> <b>Joe Hanley</b> thehanleys2@verizon.net
<b>Membership</b> <b>Aaron Jones</b> asq@aaronjones.net	<b>Arrangements</b> Ron Field arrangements@asqoldecolony.org	<b>Newsletter</b> <b>Jean Patton</b> jeanmwpatton@mac.com
<b>Auditing</b> <b>Denise Robitaille</b> 508-624-0088 derobitail@cs.com	<b>Internet Website / Database</b> <b>Dave Gaugler</b> jandaveg@comcast.net	<b>Region I Director</b> <b>Jim Shore</b> Jim.shore@dynisco.com
<b>Certification / Recertification</b> <b>Gerry Quinn</b> 781-767-2107 absrsg@comcast.net	<b>Scholarship</b> <b>Gerry Quinn</b> 781-767-2107 absrsg@comcast.net	<b>Region 1 Deputy Director</b> <b>Guimor Andrade</b> 781-939-0940
<b>Immediate Past Chair</b> <b>Monica Morrissey</b> mmorrissey11@comcast.net	<b>Historian</b> <b>Monica Morrissey</b> m.morrissey11@comcast.net	<b>UMass Dartmouth Students</b> <b>Bharatendra Rai</b> brai@umassd.edu 508-910-6434
<b>Voice of the Customer</b>		<b>Open: Programs</b>

The Olde Colony Executive Board meets the 1st **Wednesday** of the month from August through June to plan and execute the section activities. The committee consists of the 4 elected officers and all volunteer chairs— education, membership, etc. If you are interested in seeing how your section is run, stop by – there is no obligation. Meeting runs 6:00 pm to 8:00 pm at the Good Days Restaurant in West Bridgewater, MA. For more information, contact one of your executive board members. Everyone is welcome.

### The Executive Board is looking for volunteers! Can you help?

Volunteering does not require devoting tons of time; we are all very busy between work and personal commitments. Aside from the experience you gain, you also get 1.5 RU credits per year !

If you think you may be interested in volunteering, contact Jean Patton, Chair, at jeanmwpatton@mac.com. Volunteering can be very rewarding and enjoyable. Come to one of our executive board dinner meetings to see what's involved. We meet the first Wednesday of every month from 6-8 pm at the Good Days in West Bridgewater, MA.

