

QA/QC Career Starter Checklist

A focused 30-day learning and preparation checklist for engineers

Built for deliberate self-testing

Read each question first. Review answer guidance only after you have formed your response.

Educational-use notice: Verify project specifications, customer requirements, statutory obligations, and the latest applicable standard before using technical information on live work.

Week 1 - Build the language

- Understand Quality Assurance, Quality Control, inspection, verification, validation, QMS, nonconformity, correction, and corrective action.
- Read a basic ISO 9001 process map and identify inputs, outputs, responsibilities, risks, and records.
- Create a personal glossary for 25 QA/QC terms.

Week 2 - Learn inspection basics

- Practise safe reading of a vernier caliper and micrometer.
- Learn calibration status, traceability, least count, and zero checking.
- Review an incoming inspection report, in-process inspection record, and final inspection report.

Week 3 - Understand controlled documents

- Learn the purpose of ITP, WPS, PQR, NCR, CAPA, calibration register, traceability record, and inspection checklist.
- Review how revision control and document approval prevent use of obsolete information.
- Prepare a simple document list for a small fabrication or manufacturing project.

Week 4 - Prepare for work and interviews

- Practise a concise explanation of QA versus QC, calibration, NCR, CAPA, 5 Whys, and root cause analysis.
- Study common visible weld discontinuities and basic acceptance awareness.
- Use the 20 QA/QC Interview Questions for Freshers guide and answer each question aloud.

Before you apply a QA/QC decision

Confirm the latest drawing, specification, acceptance criteria, calibrated instrument status, sampling or inspection plan, traceability requirement, and authorized release process.