



P & A DEPARTMENT
ANNEX – I
JOB RESPONSIBILITY

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Reference SOP No.: SLS/PA/SOP/011-01

Department: - Quality Assurance

Designation: - Manager QA

Reporting to: - AGM Technical

Current openings:01

Key Responsibilities:

- **Quality Management System:** Develop, implement, and maintain the Quality Management System (QMS) in compliance with regulatory requirements (GMP, GLP, ISO, etc.) and industry standards.
- **Regulatory Compliance:** Ensure that all products and processes comply with applicable regulatory requirements and quality standards. Prepare for and facilitate regulatory inspections and audits.
- **Team Leadership:** Lead and mentor the QA team, providing training and support to ensure high standards of quality and compliance. Conduct performance evaluations and foster professional development.
- **Quality Control:** Oversee quality control processes, including product testing, documentation, and deviation investigations. Ensure timely resolution of quality issues.
- **Risk Management:** Identify and assess quality risks associated with products and processes, implementing appropriate risk mitigation strategies.
- **Continuous Improvement:** Promote a culture of continuous improvement by implementing quality initiatives, conducting root cause analysis, and developing corrective and preventive actions (CAPA).
- **Documentation and Reporting:** Maintain accurate records of QA activities, including audits, investigations, and compliance documentation. Prepare reports for senior management on quality performance and initiatives.
- **Cross-Functional Collaboration:** Work closely with other departments, including Production, R&D, and Regulatory Affairs, to ensure alignment of quality objectives with organizational goals.

The candidate is solely accountable for all the job responsibility mentioned above. In absence of candidate his/her immediate subordinate is solely responsible of all the of the entire job assigned to candidate. Along with to carry out all the activity instructed by the Head/GM/Director.

Job Accepted: _____