



**P & A DEPARTMENT  
ANNEX – I  
JOB RESPONSIBILITY**

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

Department: - Quality Control

Designation: - QC Manager

Reporting to: - President / AGM

Responsibilities Includes:

1. Responsible for Overall management of Quality Control Laboratory and compliance to applicable standards.
2. Preparation and review of department SOP related to Quality control department
3. To ensure instruments are calibrated timely and review of their records.
4. Responsible for new product testing methodology development and documentation
5. Training to subordinate team for instruments and calibration and ensure they follows all SOP accurately
6. Troubleshooting during analysis
7. Responsible for maintaining stock of reagents & columns of department
8. Responsible Testing method development for incoming Material
9. Ensure proper handling of the instruments.
10. Responsible Testing method development for finished Goods
11. To ensure timely and effective communication with the management to raise Quality issue.
12. Prepare quality plan for the department & Ensure its being followed accurately
13. Release the accurate result of RM, PM & FG testing in 24 Hours
14. Handling Customer complaints & resolve it on TAT basis
15. To ensure followance of Data management, Documentations & Up to date record keeping
16. Ensure QC department maintain all document updated for all kind of audit

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: \_\_\_\_\_



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