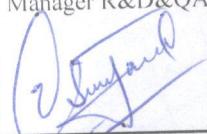
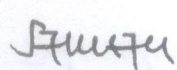


<h1>PACKAGES LIMITED</h1>	Document type JOB DESCRIPTION
	Title ASSISTANT MANAGER RnD & QA

Prepared by Asad Javed Manager R&D&QA 	Approved by Salman Fazul -ur Rehman BUMFC 	PAGE 1 ( 2 )	REV 8	DATE 01.07.2024	DOC NO. JDQA/BU-FC/03
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Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:
Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:

1.0 POSITION: Assistant Manager QA

2.0 LOCATION: Quality Assurance BU-FC Department

3.0 ACCOUNTABLE TO: QA&RD Manager

4.0 DIRECTLY SUPERVISES: Lab. Assistants, QA Supervisors, I/c QA BU-FC Lab.

5.0 BASIC FUNCTION:

To supervise inspection & testing of raw materials, in-process material and finished products that is required by concerned laboratory of BU - FC as per requirement of IMS, QMS & LMS.

6.0 DUTIES AND RESPONSIBILITIES:

- 6.1 Daily checking of test results / reports.
- 6.2 To ensure that Lab Assistants / QA Supervisors / I/c QA Labs are performing their duties according to work instructions, quality plans and quality procedures.
- 6.3 Manage the resources for best utilization.
- 6.4 Ensure accuracy of test equipments through timely calibration and take decisions regarding any deviations (non-conformance) of testing in **QA BU-FC Lab**.
- 6.5 To investigate the customer complaints and taking necessary measures, if needed.
- 6.6 To perform statistical analysis, monitoring reports of concerned working area.
- 6.7 To assure the reporting to concerned departments.
- 6.8 Trouble shooting of different problems for production departments.
- 6.9 To undertake any other job that may be assigned from time to time.
- 6.10 To ensure in time delivery of COA's to customers.

7.0 LIMITS OF AUTHORITY:

- 7.1 Administrative: As given in annexure on page-2.
- 7.2 Financial: As given in annexure on page-2.

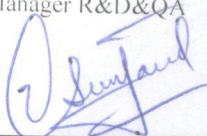
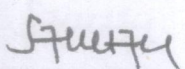
8.0 QUALIFICATION GUIDES:

8.1 EDUCATIONAL:

# PACKAGES LIMITED

Document type  
JOB DESCRIPTION

Title  
ASSISTANT MANAGER RnD & QA

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8.1.1 Academic: F.Sc / B.Sc with chemistry / DAE  
8.1.2 Professional: None

## 8.2 EXPERIENCE:

8.2.1 Training: Two year training in the concerned department.

## Annexure

### ADMINISTRATIVE AND FINANCIAL AUTHORITIES (EXECUTIVE GRADE JE TO EI)

	Description	Grade EI Up to grade EIII	Grade EII Up to grade JE	Grade EIII Up to grade V/PIII	Grade JE Up to grade IV/PII
Administrative	1. Leaves				
	1.1- Casual	Sanction 3 days	Sanction 2 days	Sanction 2 days	Sanction 1 day
	1.2- Medical	Sanction 4 days	Sanction 3 days	Sanction 2days	Sanction 1 day
	1.3- Annual	Sanction 10 days	Sanction 6 days	Sanction 4 days	Recommend only
	1.4- Short leave (gate pass)	Sanction	Sanction	Sanction	Sanction
	2. Overtime	Approve	Approve 8 hrs	Approve 4 hrs	Approve 2 hrs
	3. Discipline				
	3.1- Show cause Notice	Approve	Approve	Approve	Initiate / Recommend
	3.2- Warning	Approve	Approve	Recommend	-
Financial	1- TA/DA	Approve	Approve Rs. 200	Approve Rs. 100	Approve Rs.50

\*Executives JE to EI cannot sanction leave without pay even for one day; however, can recommend.