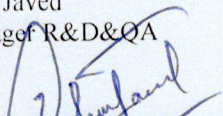
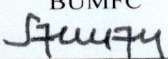


|  |  |                                      |                   |                           |                              |
|--|--|--------------------------------------|-------------------|---------------------------|------------------------------|
| <b>PACKAGES CONVERTORS LIMITED</b><br><b>CARTON LINE</b>   |  | Document Type:<br>Job Description    |                   |                           |                              |
|  |  | Title:<br>Assistant Manager QA & EHS |                   |                           |                              |
| Prepared by<br>Asad Javed<br>Manager R&D&QA<br> | Approved by<br>Salman Fazul –<br>u# Rehman<br>BUMFC<br> | Page<br><b>1 of 2</b>                | Rev.<br><b>11</b> | Date<br><b>01.07.2024</b> | Document No<br>JD/QA/BUFC/02 |

|                     |                     |                     |                     |
|---------------------|---------------------|---------------------|---------------------|
| Reviewed on (Date): | Reviewed on (Date): | Reviewed on (Date): | Reviewed on (Date): |
| Reviewed by:        | Reviewed by:        | Reviewed by:        | Reviewed by:        |
| Approved on (Date): | Approved on (Date): | Approved on (Date): | Approved on (Date): |
| Approved by:        | Approved by:        | Approved by:        | Approved by:        |

#### Job Identification

Position: Assistant Manager QA & EHS

Location: BUFC

#### Key Organizational Relationship

Accountable To : **Manager QA, Process Excellence & Technical Trainings**

#### Basic Functions

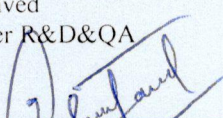
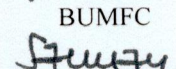
To ensure effective implementation of IMS, QMS, FSSC, HALAL, **BRC** and FSC-Coc in BUFC.

#### Duties and Responsibilities

##### Quality Assurance:

1. **Outline Quality Assurance Policies and Procedures**
2. **Interpret and comply with quality assurance standards**
3. **Make sure that quality assurance standards are adequate**
4. **Elaborate the procedures of sampling and guidelines for collection and reporting quality data**
5. **Gather and organize statistical quality data in the AFA Sheets of CRM, INC and Customer Complaints**
6. **Review and enforce the Action Plans received**
7. **Inspect data to detect areas for improvement**
8. **Elaborate, recommend and oversee improvement actions**
9. **Report on results of quality activities**
10. **Perform Quality Audits to incorporate the leading Indicators in the system**
11. **Analyze audit outcomes and carry out appropriate corrective procedures**
12. **Oversee risk management procedures**
13. **Ensure ongoing abidance of quality requirements by Conducting QRMs**
14. **Daily Checking of Test Results/reports**
15. **Take up with Board Related Complaints from Floor with Supplier**
16. **To ensure that Lab Assistants / QA Supervisors / I/c QA Labs are performing their duties according to work instructions, quality plans and quality procedures**
17. **Manage the resources for best utilization**
18. **Ensure accuracy of test equipment's through timely calibration and take decisions regarding any deviations (non-conformance) of testing in QA BU-FC Lab**
19. **To assure the reporting to concerned departments**



|  |  |                                      |            |                    |                              |
|--|--|--------------------------------------|------------|--------------------|------------------------------|
| <b>PACKAGES CONVERTORS<br/>LIMITED</b><br><br><b>CARTON LINE</b>   |  | Document Type:<br>Job Description    |            |                    |                              |
|  |  | Title:<br>Assistant Manager QA & EHS |            |                    |                              |
| Prepared by<br>Asad Javed<br>Manager R&D&QA<br> | Approved by<br>Salman Fazul –<br>ur Rehman<br>BUMFC<br> | Page<br>2 of 2                       | Rev.<br>11 | Date<br>01.07.2024 | Document No<br>JD/QA/BUFC/02 |

20. Trouble shooting of different problems for production departments
21. To undertake any other job that may be assigned from time to time
22. To ensure in time delivery of COA's to customers
23. Plans, coordinates, organizes and supports the execution of all required activities for the implementation of All Management systems in BU
24. Ensure execution of all activities that are related to the support, progress and sustainability of the change and improvement process through all systems strategy
25. Stimulating the sharing of knowledge at all levels and the implementation of good practices
26. Coordinate and drive PITs and QITs

#### Environment Health and Safety:

1. Ensure implementation of safe practices in the Department
2. Advises line management and assists with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness
3. Ensure that the working conditions of the organization are favorable and safe.
4. To investigate accidents and ensure all documentation is updated
5. Ensure the implementation of Quality Management System
6. Ensure the implementation of Integrated Management System by working on Safety, Health, Environment
7. Ensure the implementation of Food Safety System
8. Gave time to time feedback on IMS, FSC Coc and FSSC, QMS system to management
9. Ensure the implementation of Halal Management System.
10. Ensure the implementation of BRC

#### LIMITS OF AUTHORITY:

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

#### QUALIFICATION GUIDES:

##### 1 EDUCATIONAL:

- 1 Academic: Bsc Environmental Sciences/Engineering
- 2 Professional: None

##### EXPERIENCE:

- 1 Training: Two-year training in the concerned department.

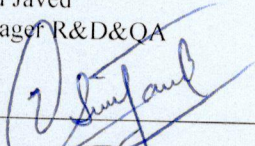
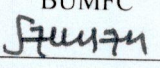
#### Annexure

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

|                |             | Grade EI         | Grade EII      | Grade EIII         | Grade JE           |
|----------------|-------------|------------------|----------------|--------------------|--------------------|
|                | Description | Up to grade EIII | Up to grade JE | Up to grade V/PIII | Up to grade IV/PII |
| Administrative | 1. Leaves   |                  |                |                    |                    |

**CONTROLLED DOCUMENT**  
**BUSINESS UNIT FOLDING CARTON (BUFC)**



|  |  |                                      |                   |                           |                              |  |
|--|--|--------------------------------------|-------------------|---------------------------|------------------------------|--|
| <b>PACKAGES CONVERTORS LIMITED</b><br><b>CARTON LINE</b>   |  | Document Type:<br>Job Description    |                   |                           |                              |  |
|  |  | Title:<br>Assistant Manager QA & EHS |                   |                           |                              |  |
| Prepared by<br>Asad Javed<br>Manager R&D&QA<br> | Approved by<br>Salman Fazul –<br>ur Rehman<br>BUMFC<br> | Page<br><b>3 of 2</b>                | Rev.<br><b>11</b> | Date<br><b>01.07.2024</b> | Document No<br>JD/QA/BUFC/02 |  |

|                 |                              |  |                 |                 |                |
|-----------------|------------------------------|--|-----------------|-----------------|----------------|
|                 | 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 /     |
|                 | 3.2- Warning                 | Approve  | Approve         | Recommend       | Recommend      |
| Financial       | 1- TA/DA                     | Approve  | Approve Rs. 200 | Approve Rs. 100 | Approve Rs.50  |
| Financial Bills | 1- Cshine Bills              | Approve Invoices of the Services Taken (BUM approval Required) |                 |                 |                |

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

