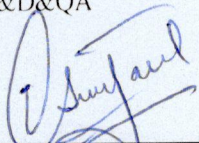
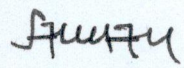


<h1>PACKAGES LIMITED</h1>	Document type JOB DESCRIPTION
	Title INCHARGE QA LAB.

Prepared by Asad Javed Manager R&D&QA 	Approved by Salman Fazul -u Rehman BUMFC 	PAGE 1 (2)	REV 9	DATE 01.07.2024	DOC NO. JDQA BU-FC/04
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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 TITLE:

Incharge QA BU-FC Lab.

2.0 LOCATION:

QA Lab for BU -FC.

3.0 ACCOUNTABLE TO:

QA & RD Manager

4.0 DIRECTLY SUPERVISES:

QA Supervisor, Lab. Assistant

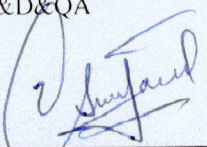
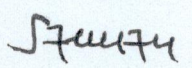
5.0 BASIC FUNCTION:

Responsible for inspection & testing, reporting, Lab. management as per requirement IMS, QMS & LMS.

6.0 DUTIES AND RESPONSIBILITIES:

- 6.1 To perform and manage inspection & testing.
- 6.2 To supervise / guide QA Supervisors & Lab. Assistants.
- 6.3 To make arrangements for record keeping.
- 6.4 To under take any other job that may be assigned from time to time.
- 6.5 To perform statistical analysis, monitoring reports of concerned working area.
- 6.6 To make arrangements for in time delivery of COA's to customers.
- 6.7 To perform calibration of Lab. equipments
- 6.8 To ensure that status of tested material has been declared within same shift.
- 6.9 Analysis of customer returned material to find out root cause to avoid recurrence.
- 6.10 Take appropriate steps to reduce rejections (internal & external).

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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:

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

8.2 EXPERIENCE:

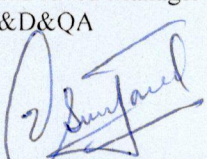
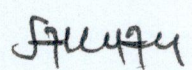
- 8.2.1 TRAINING: One year training in the QA BU-FC Lab.

Annexure

1.1 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				
	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	Approve	Approve

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			Rs. 200	Rs. 100	Rs. 50
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*Executives JE to EI cannot sanction leave without pay even for one day; however, can recommend.

