
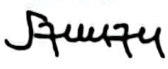


PACKAGES LIMITED	Document type JOB DESCRIPTION
	Title LAB ASSISTANT

Prepared by Asad Javed Manager R&D&QA 	Approved by Salman Fazul -ur Rehman BUMFC 	PAGE 1(1)	REV 9	DATE 01.07.2024	DOC NO. JDQA BU-FC/05
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Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:

1.0 POSITION TITLE:

Lab Assistant

2.0 LOCATION:

Quality Assurance Lab for BU - FC.

3.0 ACCOUNTABLE TO:

Incharge of QA BU-FC Lab/QA BU-FC Supervisor

4.0 DIRECTLY SUPERVISES:

None

5.0 BASIC FUNCTION:

Inspection and testing as per requirements of QMS, IMS & LMS, functions as assigned by I/c QA Lab.

6.0 DUTIES AND RESPONSIBILITIES:

- 6.1 To test the materials according to the sampling and quality plans.
- 6.2 To assure reporting to concerned departments & make arrangements for record keeping.
- 6.3 To ensure proper housekeeping, cleaning & maintenance of equipment.
- 6.4 To undertake any other job assigned from time to time.
- 6.5 In time delivery of COA's to concerned customers.
- 6.6 Declare status of tested material within the same shift.

7.0 LIMITS OF AUTHORITY:

- 7.1 Administrative: None
- 7.2 Financial: None

8.0 QUALIFICATION GUIDES:

8.1 EDUCATIONAL:

- 8.1.1 Academic: Minimum Matric
- 8.1.2 Professional: None

8.2 EXPERIENCE:

