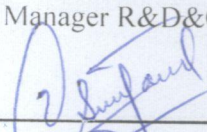
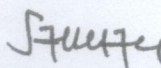


PACKAGES LIMITED (BU - FC)	Document type Job Description
	Title Manager RnD & QA

Prepared by Asad Javed Manager R&D&QA 	Approved by Salman Fazul ur Rehman BUMFC 	PAGE 1 (2)	REV (7)	DATE 01.07.2024	DOC NO. JDQA/BU-FC/01
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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:

Manager R&D & QA

2.0 LOCATION:

Quality Assurance.

3.0 ACCOUNTABLE TO:

Business Unit Manager BU-FC.

4.0 DIRECTLY SUPERVISES:

R&D & QA

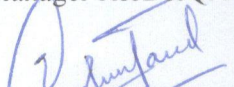
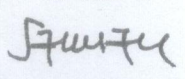
5.0 BASIC FUNCTIONS

Implementation of Quality Control/Assurance system.

6.0 DUTIES AND RESPONSIBILITIES:

- 6.1 Leading the quality improvements teams initiated by key customer.
- 6.2 Ensure timely and accurate test reports and feed back to production for continual improvements.
- 6.3 Participating in quality improvement initiatives taken by production.
- 6.4 Ensure accuracy of test equipments through timely calibration and take decisions regarding any deviation (non – conformance) of testing in QA BUFC lab.
- 6.5 Evaluate new suppliers for existing and new raw materials.

PACKAGES LIMITED (BU - FC)	Document type Job Description Title Manager RnD & QA
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- 6.6 Communication and coordination between company QMS coordinator and higher management, so that all personnel are always updated about ISO 9001 changes.
- 6.7 Manage and help to conduct required training regarding ISO 9001.
- 6.8 Help to maintain, implement and continually improve ISO 9001 system and related functional systems of the organization such as Complaint Management System and corrective/ preventive actions system.
- 6.9 Manage to help and conduct QMS/LMS internal and external audits.
- 6.10 Manage and help to conduct Management Review as per requirement of ISO 9001.
- 6.11 Ensure availability of equipments, standard references and accessories whenever required for the testing activities in QA BUFC lab.
- 6.12 Ensure acquisition of testing related items before their shortage.
- 6.13 Perform statistical analysis of data wherever and whenever required.
- 6.14 Manage the resources for best utilization and also managed the present and future personnel requirements as and when required.

7.0 LIMITS OF AUTHORITIES:

7.1 ADMINISTRATIVE:

- 7.1.1 Recommendations of increments and promotions of QA and R&D staff.
- 7.1.2 Requirement of required personnel with the coordination of IR & HRD.
- 7.1.3 Signing/ issuing of purchase requisition, approval of leave, loan applications and other routine matters related to QA& R&D

7.2 FINANCIAL:

- 7.2.1 Ordering for new equipments as and when required with consultation of **Business unit Manager**.
- 7.2.2 Approve the travelling allowances (local & foreign) of the staff.
- 7.2.3 As authorized by the management.

8.0 QUALIFICATION GUIDES:

8.1 PROFESSIONAL:

- 8.1.1 Bachelor in any discipline of Engineering.

