

Packages Convertors Limited BUSINESS UNIT FOLDING CARTON		Document Type: Job Description			
		Title: SHEQ Executive			
Written By Asad Javed Manager R&D&QA	Approved By Salman Fazul -ur Rehman BUMFC	Page	Rev 3	Date 01.07.2024	Document No. JD/QA/BUFC/07
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Job Identification:

Position: **SHEQ Executive**
 Location: **BUFC**

Key Organizational Relationship:

Accountable To: AM QA and EHS

Basic Functions:

1. To ensure effective implementation of the Certified Systems applicable to BUFC
2. To keep record of all the data in effective form

Duties and Responsibilities:

3. To coordinate with nominated SHEQ floor personal, help them to follow SHEQ strategy
4. Prepare QC stories in coordination with teams
5. Gather all OPLs and Kaizens from departments and keep their records
6. Monitor tags formation and removal on weekly basis and share the report with all concerned
7. Ensure implementation of safe practices in the Department.
8. Perform audits to monitor the SHEQ performance, as and when required
9. Update all AFAs on monthly basis by analyzing the results achievement w.r.t targets
10. Evaluate QITs/PITs performance
11. Keep record of all SHEQ related data i.e. QC stories, improvement projects, SOPs, MP sheets
12. Ensure proper housekeeping in the department
13. Perform SHEQ related audits as and when required
14. To perform the tasks as assigned by SHEQ coordinator
15. To coordinate with SHEQ Nominated team to implement and sustain Integrated Management system (IMS), Food Safety System FSSC 22000, BRC, HALAL and Quality Management System (QMS) in the department
16. To conduct daily safety walk, report sharing and follow up.

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17. Daily round with C shine PCO and brooms supervisor.
18. Check PPE's Compliance on Daily Purposes
19. To raise PRs and follow up
20. PTW issuance and monitoring
21. Incident reporting and investigation
22. Documentation support to AM QA & EHS
23. Camera Surveillance

Limits of Authority:

1. Administrative: None
2. Financial: None

Qualification Guides:

Educational:

- 1 Academic: Diploma Holder Mechanical/Electrical
- 2 Professional: None

Experience:

Training: Two-year training in the concerned department.

