

PACKAGES LIMITED	Document type JOB DESCRIPTION
	Title R&D SUPERVISOR

Prepared by Asad Javed Manager R&D&QA <i>[Signature]</i>	Approved by Salman Fazul -ur Rehman BUMFC <i>[Signature]</i>	PAGE 1(1)	REV 0	DATE 01.07.2024	DOC NO. JDR&D BU-FC/01
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Approved on (Date): <i>Rev</i> Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:

1.0 POSITION TITLE:

R&D Lab Supervisor

2.0 LOCATION:

QA&RD Lab for BU -FC.

3.0 ACCOUNTABLE TO:

Manager of QA &RD BU-FC Lab.

4.0 DIRECTLY SUPERVISES:

Assistants R&D Supervisor.

5.0 BASIC FUNCTION:

Inspection and testing as per requirement of QMS, IMS & LMS; functions as assigned by Mnager QA and R&D.

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 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: Matric / F.Sc / F.A/B.Sc with Chemistry / DAE
- 8.1.2 Professional: None

8.2 EXPERIENCE:

- 8.2.1 TRAINING: Three months training in the QA &RD BU-FC Lab.

