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| SMD-QC/ Unit1/JD-XXX  **JOB SUCCESS PROFILE** | | | |
| **1. JOB DETAILS:** | | | |
| JD Code: | Unit # 1/ SMD-QC/ JD-XXX | | |
| Designation: | Quality Control Shift In-charge | | |
| Location: | Unit 1 | | |
| Grade/Level: | 05 | | |
| Reports to: | Manager Quality Control | | |
| Department: | SMD-QC | | |
| Prepared/ Revised: | 01-11-2017 | | |
| Backup |  | | |
| **2. JOB PURPOSE:** | | | |
| The quality control shift in-charge analyzes process parameters, reports and troubleshoots problems to correct quality issues under the supervision of manager QC. Responsible for all quality control related internal audits in adherence with regulatory standards | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | **CRITICAL SUCCESS FACTORS** |
| 1. To take charge handover from previous shift physically and by written | | Understanding of charge | Accurate information |
| 1. Round all lines and checking of status of running grades | | Quality of Master Batch | Procedures  Parameters  Compliance of SOPs |
| 1. Checking testing of regular running grades. | | Response time | Work force experience |
| 1. To go lead for regular weighing and mixing to W/Mixing department | | Verification of materials  Verification of weighing recipe | Weighing instrument  Efficiency of mixer |
| 1. Physically trouble shooting in case of any abnormality in regular running production. | | Judgment of abnormality | Experience  Previous data |
| 1. Checking of daily Q.C history report of the respective shift | | Correct data entry of results | Chroma meter quality  Selection of stand.. |
| 1. To make daily Q.C lab response report. | | Correct grade entry  Reduced time gap | Timely Working of lines  Power breakdown period |
| 1. To verify next plans and informing Respective Asst. manager / Manager for issuance of production orders on time | | Verification of plans | Availability of raw materials  Machines available |
| 1. Initiative & Innovation management | | Positive Change in system | Contribution to develop policies and system |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Minimum: B.Sc. Chemistry or DAE (Chemical) / B.A/ F.Sc.  **Required/Preferred Experience Required:** (8 months-2 Years)   * Proficient in polymer testing. * Should have vast experience of testing different chemicals used in master batch. * Well familiar with different trouble shooting techniques | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Shift Change according to defined duty schedule from HOD  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** With all other departments Production, packing, QC and do effective with the Head Office  **External Relations:** Very rare OR when required | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * Under the supervision of Manager QC or Asst. Manager QC | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Proficient in computer use * Excellent in man dealing * Strong in follow up’s * Excellent in documents & control * Excellent in checking’s & auditing | | |
| **Company Mission & Vision Statement :** | | |
| * To offer the manufacturing products and solutions based by applying international standards and best practices of innovation, cost effectiveness and customized products with commitment and dedication on quality, safety, productivity, customer satisfaction and environmental responsibility * To grow globally as the top most leading colors & chemicals associated products manufacturers and scientific solution providers for Pakistan industry keeping innovation as priority & maximum contribution to society. | | |
| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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