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| **1. JOB DETAILS:** | | | |
| JD No.: | SMD-QC/JD-003 | Grade/Level |  |
| Designation: | Shift In-charge | Location: | Unit 1 |
| Department: | Lab - QC | Reports to: | Assistant Manager |
| Revision No. | 0 | Prepared/ Revised Date: | 04/01/2021 |
| **2. JOB RESPONSIBILITIES:** | | | |
| 1. To Take proper charge handover from previous shift physically and by written and give to next shift accordingly. 2. Round of all The Lines and make notice of regular/stopped lines. 3. Checking testing status of stopped lines and give timely push to operators to complete testing accordingly. 4. To go lead for regular weighing and mixing to W/Mixing department after making satisfactory results. 5. Physically trouble shooting in case of any abnormality in regular running production. 6. Making of “Batch Wise Testing Report” and “Daily QC Lab Response Report “of the respective shift. 7. To check daily Production plans and informing Respective Asst. manager / Manager for issuance of production orders on time. 8. Issuance of job cards to different lines through proper verification from asst manager/deputy manger. 9. Intimating to assistant Manger after Non-Conformance & trials material Data. | | | |

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| **3. QUALIFICATION REQUIREMENT:** | | |
| **Education:** Metric with Science/FSc./DAE Chemical  **Required/Preferred Experience Required:** 1 or 2 years | | |
| **4. DECISION MAKING AUTHORITY:** | | |
| * Batch approval, rejection and hold * Modify Recipe | | |
| **5. COMPETENCIES AND INTERPERSONAL SKILLS REQUIRED:** | | |
| * Proficient in polymer testing. * Should have vast experience of testing different chemicals used in master batch. * Proficient in computer use & SAP * Excellent in documentation * Color Matching | | |
| **Prepared By** | **Reviewed By** | **Approved By** |
| **QHSE Team Member/HOD** | **Compliance Head** | **GM/MD/CEO** |
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