**Assignment 1**

My current position is Supplier Qualification Responsible at the Training and OPEX department. My main responsibility at the work is to conduct the supplier qualification system, which includes material, finished products and GMP service providers, in the the Quality Operations Department. I tried to continue the supplier qualification process using the Supplier Management System & Supplier Qualification (SMS-SQ) in parallel with the global system and the procedures. If Istanbul site is the lead site of the supplier, I will complete the supplier qualification and enter the results to this system. If the other Pfizer sites are lead site of the supplier, we share our site assessment report with the other Pfizer sites. In addition to that, I communicate with the Procurement department and SMS-SQ support to make updated the suppliers’ information and the suppliers’ channels. Also, I make the risk assessments of the suppliers 6-month and annually. In order to ensure the system, Pfizer sites sign the quality agreement with the suppliers and upload the QA in the Contract Lifecycle Management system (CLM). Besides, the GMP service providers used in all the departments have also the same process of qualification according to the Pfizer procedures. The quality agreements and the audits are also followed and if necessary the risk assessments will be completed. Furthermore, I tried to help the processes in the training of everyone in Pfizer Istanbul site.

**3 Examples about R related to my work**

There is an excel file obtained from a system as html weekly. In this excel file, all the workers’ data is listed. The workers e-mail information is not listed in this excel file. By using the R programming, the e-mail addresses of the workers can be generated from the Outlook contacts and matched with the people in the excel file. Also, the workers who are completed the training responsibilities under the percentages of 75 can be identified and filtered by R programming. The main goal of this process is to send automatic e-mails to the workers who are not accomplished the expected value by using R-programming as html file without obtaining an excel files.

The another example is about the supplier qualification. The annually reports consists of the necessary data. One of the columns in the excel report is the re-assessment date information. By using R-programming, the re-assessment dates are defined in the SMS-SQ system (as html) and automatic remainder can be assigned in the Outlook.

In Pfizer Istanbul site, the old system will be converted to SAP system in the upcoming months so the already existing data transferred to SAP system. We will ensure the suppliers’ data and the suppliers’ channels during this process. There are lots of excel files to be uploaded into SAP system and they should be matched.