


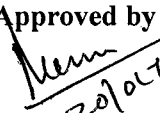
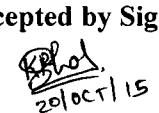
**JOB RESPONSIBILITIES**

Name	Karnik Shah	Emp. Code	91644
Department	Operation- Packaging	Date of joining	18-Aug-15
Designation	Sr. Team Leader	Reporting to	Manager Packaging
Date of Issue	20 / OCT / 15	Version No.	00

Sr. No.	Job Responsibilities
Primary Responsibility (Individual's designation wise responsibility)	
1.	Applies Good Manufacturing Practices in all areas of responsibility.
2.	To follow procedure as mentioned in the standard operating procedure.
3.	To follow all safety regulations.
4.	To follow batch paperwork and understanding the manufacturing / packaging operation.
5.	To ensure area and equipment cleaning as per the laid down standard operating procedure.
6.	To ensure proper follow of company's rules and regulations.
7.	Set up of primary and secondary as well as cold rooms for the job with respect to all material required for packaging.
8.	Proper storage and segregation of the material at all stages of operations.
9.	To look after more than one room as and when required ensuring maximum utilization of available resources.
10.	Assist in training of new and temporary employees.
11.	Ensure proper reconciliation of manufacturing materials and finished products.
12.	Assist in equipment maintenance and preventative maintenance.
13.	Assist in equipment repairs and trouble shooting.
14.	To work in the other areas of Fisher Clinical Services as and when required.
15.	To report any discrepancy and deviation to immediate supervisor.
16.	To control waste generation during packaging operation.
17.	Effectively monitoring storage of change parts.
18.	Responsible for proper scheduling and supervision of manpower.
19.	To provide uninterrupted material supply to the responsible packaging room.
20.	To prepare standard operating procedure as and when require.
21.	To perform IQ, OQ and PQ of the equipment.
22.	To evaluate performance of operator and assistant operator.

JOB RESPONSIBILITIES

23.	To operator GPMS system to execute job.	
24.	To communicate and raise memo to engineering departments regarding equipment related problems.	
25.	To ensure timely response in Track wise (As and when required)	
26.	Pre and post review of packaging production orders	
Secondary Responsibility (Responsibility performed in absence of supervisor)		
1.	To be a part of the cross functional team as representative from Operations on assigned projects	
2.	To be involved in development, approval and procurement of the required tools for primary packaging	
3.	To provide Operational inputs for preparation of Production Orders	
4.	Preparation and Implementation of Master documents like SOPs, Forms, Specification etc	
5.	Implementation of cGMP, Line clearance and In-process quality checks in Primary Packaging	
6.	Preparation and Implementation of Qualification and Validation protocols of Equipments, utilities and Tools.	
7.	To maintain and control machine spare parts, miscellaneous items	
8.	Facing Client, Regulatory and Internal audit in primary packaging	
9.	Induction of new Joiner with respect to Primary packaging operations and cGMP	
10.	Ensure all members of Primary packaging team have the resources available to perform their duties efficiently and safely	
11.	Any other job responsibilities allocated from time to time	
12.	To evaluate performance of team leader, Sr. operators and packing assistant	
13.	To take the responsibilities of manager in his absence or as and when required	

Issued by Sign/Date:  20/10/15	Approved by Sign/Date:  20/10/15	Accepted by Sign/Date:  20/10/15
Name & Designation: Vipul Dargi Manager - Packaging	Name & Designation: Neeru Madan HR - Director	Name & Designation: Karmik Shah Sr. Team Leader