



Position Title: FSVPQI OR PCQI

Department: COMPLIANCE

Reports to: SPECIAL PROJECTS

This position is ☒ Non-Exempt ☐ Exempt

1. General Summary

A Foreign Supplier Verification Program Qualified Individual (FSVPQI) or Preventive Controls Qualified Individual (PCQI) is proficient in hazard analysis, risk-based prevention, and control standards as required by the Food and Drug Administration (FDA). The Qualified Individual should also completed training in the development and application of risk-based preventive controls such as Good Manufacturing Practices, Food Safety Plans, Hazard Analysis and Preventive Controls Determination, Food Allergen, Sanitation Preventive Controls, and Foreign Supplier Verification Programs. The Qualified Individual is the one responsible for preparing the food safety plan and foreign supplier verification activities required for the food facilities and overseeing the operations. He/ she is also in charged on supervising the validation of controlling the identified hazards in the facility.

2. Essential Job Duties

- 2.1 Prepare the food safety plan;
- 2.2 Validate preventive controls;
- 2.3 Verify and review foreign supplier compliance;
- 2.4 Create new requirements for covered domestic and foreign facility producing human food;
- 2.5 Develop and implement a food safety plan based on hazard analysis and risk-based preventive controls.
- 2.6 Write justification for review of records of monitoring and corrective actions within a timeframe;
- 2.7 Determine that reanalysis can be completed, and additional preventive controls validated, as appropriate to the nature of the preventive control and its role in the facility's food safety system;
- 2.8 Review records for implementation and effectiveness of preventive controls and appropriateness of corrective actions;
- 2.9 Act as Management Representative as ordered by the top management;
- 2.10 Review project status for SQF Certification and other certifications;
- 2.11 Communicate effectively with department managers / heads / supervisors, MR and top management especially on matters related to food safety;
- 2.12 Control the correct application of the quality and food safety documentation;
- 2.13 Has full authority and responsibility in managing a food safety team and organizing its work;
- 2.14 Ensure relevant training and education of food safety team members;
- 2.15 Ensure that the food safety management system is established, implemented, maintained and continuously improved;
- 2.16 Reports to the organization's top management on the effectiveness and suitability of the food safety management system and any requirements for corrective actions and continual improvement;
- 2.17 Assess and recommend training needs related to the on-going implementation of company's Management Systems to department / section managers, heads, and supervisor;
- 2.18 Liaise with external parties and regulatory agencies on matters relating to the food safety management system;
- 2.19 Implement the Food Safety Plan, monitor prerequisite program standards, monitor safe food handling practices, review foreign supplier verification program compliance, maintain appropriate records, and train workers;
- 2.20 Responsible in monitoring the organizations food safety KPIs (Key Performance Indicators);
- 2.21 Conduct 5S to ensure the cleanliness and orderliness of his/her assigned work area.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. Capabilities



- 3.1 Excellent root cause analysis and problem-solving skills;
- 3.2 Excellent team management and interacting skills;
- 3.3 Must be proficient in Microsoft Applications;
- 3.4 Has an excellent oral and written communication skill;
- 3.5 With good analytical skills and has proven ability to work under pressure;
- 3.6 Ability to deal with all levels of people in the organization;
- 3.7 Can work with minimum supervision.

4. Education

- 4.1 Bachelor of Science degree (U.S. or foreign) or equivalent in Food Science, Dairy Science, Foods& Nutrition Studies, Biological Sciences, or related field, or equivalent combination of education and/or regulatory affairs experience.

5. Experience:

- 5.1 Complete training in the development and application of risk-based preventive controls and foreign supplier verification program at least equivalent to that received under a standardized curriculum recognized by FDA.
- 5.2 Has trainings specific to the CGMP, PC, and FSVP rule.
- 5.3 Experience controls at critical control points (CCPs), if there are any CCPs.
- 5.4 Have write Preventive controls such as Process, Food allergen, Sanitation, Supply- chain, Recall, and other controls.

	0-24%	25-49%	50-74%	75-100%		0-24%	25-49%	50-74%	75-100%
Lifting/Carrying					Twisting/Turning				
Under 10 lbs.	X				Reach over shoulder				
11-20 lbs.					Reach over head				
21-50 lbs.					Reach outward				
51-100 lbs.					Climb				
Over 100 lbs.					Crawl				
					Kneel				
Pushing/Pulling					Squat				
Under 10 lbs.					Sit				X
11-20 lbs.					Walk-Normal Surfaces				X
21-50 lbs.					Walk-Uneven Surfaces	X			
51-100 lbs.					Walk-Slippery Surfaces		X		
Over 100 lbs.					Stand	X			
					Bend				
Driving									
Automatic Trans				X	Other				
Standard Trans	X				Keyboard/Ten Key				X
					Fingering (fine dexterity)		X		
					Handling (grasping, holding)	X			