

## Role Dossier for Quality Incharge – QA/QC

Designation: Quality Incharge

Department: QA/QC

Reporting to: Director

Job Location: Site

### **JOB RESPONSIBILITIES**

#### **Quality Assurance: -**

- Particular responsibility for reviewing and researching the documents, quality manual, project technical specifications, drawings, reference codes, standards, applicable procedure, and instruction requirement of the organization.
- Developed and implemented Quality Plan (QP), Inspection Test Plan (ITP) and Checklist to ensure work flow compliance are met accordingly.
- Responsible for Awareness of Quality Management System at HO & all sites.
- Identify /Co-Ordinate for Training Needs to site Engineers at Site.
- Co-Ordinate/Attend/Follow up Internal Quality Audits at HO & all sites.
- Provided quality matters interpretations, technical and administrative assistance to project management.
- Quality evaluation of suppliers and sub-contractors to achieve best quality.
- Recruit, train and develop QC personnel who will contribute to the productivity and profitability of the organization.
- Generated Non-conformance reports to the findings, give recommendations, Corrective action, stop work if deficiency will occur.
- To avoid NCR at all costs.
- Close NCR wherever necessary in a timely manner

#### **Quality Control: -**

- Implementation of Lab Manual at Site.
- Visit the Sites for Review of Quality of works & Products.
- Jointly interact with Clients for complaints related to Quality.
- Guide /Instruct to site persons for Defect Control.
- Keep check on Testing Frequency, Calibration Status of Test Equipments.

- Study of Contract Specifications, IS Codes, Manuals for Effective Implementation of work in Relation to Quality of Product.
- Work Methodology to be submitted to client.
- Review of Customer Feedback with Project In-charge & GM
- Inspection of all incoming material.
- Conduct Routine Material Testing as per specified or required Frequency.
- Arrange & Update Calibration of Test Equipments & Batching Plant.
- Arrange / Establish Concrete Mix Design at Site.
- Arrange for Third Party Random Material Testing for Various Materials Whenever Required.
- Assist/Arrange for approval for Various Activities/Samples of work from Client.
- Responsible for control of Non-Confirming Products.
- Study & Assist in Implementation of Item Specifications as per the Contract.
- Responsible for Handing over of Areas with all rectifications with co-ordination of site Engineers.
- Act as a Co-Ordinator for Customer Complaints between Site Engineers, Store Persons & Report To AGM.
- Responsible for Internal ISO (9001:2008) Audits.
- Controlling of all material & manpower wastage.
- Co-ordination with batching plant for timely concrete Delivery.
- Handle CQRA/Bureau Veritas monthly/weekly Quality Audit & compliance.

Issued by,

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Human Resources

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Employee