JNW PACKAGING SDN. BHD.

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RESPONSIBILITY AND AUTHORITY	DOC NO:	JNW-R&A-ADM-04
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QA / QC DEPARTMENT	EFF DATE:	01.12.2017
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POSITION	QA Executive Cum QMR
DEPARTMENT	QA/QC Department
REPORTS TO	Executive Director

RESPONSIBILITY

1.1 Assist to Executive Director to disseminate the company`s policy and objectives to all level of Organisation.

1.2 To ensure the management System and quality activities are understood, implement and maintained by all level at all times.

1.3 Work interactively with other department for improvements in quality.

1.4 To fully coordinate on all quality related activities and ensure its compliance to ISO 9001 requirement and quality procedure at all time.

1.5 To carry out internal and external audits.

1.6 Decision on acceptance or rejection of product based on quality aspects.

1.7 To involve in all quality related complaint investigation and implementation of corrective and preventive actions.

1.8 To Assist in Analysis of the daily defective rate and response to production for improvement.

1.9 Fully responsible in Quality Function of Incoming Section, In-process Section, Final/Outgoing Section and Document Control.

2 Identifying the departmental training needs and conduct on job training.

2.1 Final products quality judgement making and history track recording.

2.2 Other responsibility and authorities to be delegated by Executive Director from time to time.

AUTHORITY

1.1 To implement adhoc corrective preventive action when the Quality System is found to be deviate.

1.2 To issue warning letter through out the overall organisation whom disobey the company rules and regulation and also cases the organisation quality system deviation.

COMPETENCY REQUIREMENT

1.1 Education : Process at least SPM /diploma/degree in any related field.

1.2 Training : QMS ISO. Auditor training.

1.3 Skill : Ability to handle the overall organisation operation system.

1.4 Experience : At least 2 years relevant working experience.

PREPARED BY	CONFIRMED BY:	APPROVED BY:
FINANCE & ADMINISTRATION MANAGER	EXECUTIVE DIRECTOR	EXECUTIVE DIRECTOR