**JOB DESCRIPTION**

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| **Title** | QC - Engineer | **Position Code** |  |
| **Department** | Quality | **Location** | Mumbai |
| **Grade** |  | **Version** | Ver:1 |

**Job Purpose**

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| To develop and manage the quality control and quality assurance procedures as per standards and ensure its implementation in various sites. |

**Relationships**

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| **Position Reports to: Manager - QC**  **People Reporting into the Position**: Quality Technician |

**Duties and Responsibilities**

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| **1.Conducting on site Labour Meetings (Fitters, Carpenter, Labour)**   * **Clarify the quality methods and procedures to all the site execution team members in a simple huddle meeting.** * **Answer any questions or support items asked by the team members and resolve problems if any along with the site project engineers, managers and others**   **2. Incoming Materials Testing on site as per Quality Norms.**   * **Assess various incoming materials (Specific ones only) and verify if they are as per the BOQ specifications and Purchase order.**   **3.Laboratory testing on daily basis.**   * **As per project specifications and quality plan, ensure periodic lab testing of materials** * **Submit the relevant reports to client / consultant (RCC and others).**   **5.Supervising all site work.**   * **Ensure periodic monitoring of on-site execution of quality specifications and checklist as per the methods statements** * **Report deviations if any to the manager and to the respective Site In-charge.**   **6. Monthly Report**   * **Generate monthly reports for every project for submission to the manager.**   **7.Preparation of Method Statement and technical checklists (ongoing)**   * Basis the project progress, prepare the required quality process documents for the site execution team in consultation with the manager   The role holder has a supervisory responsibility. Determines work methods, guides and trains the team members. Work is closely monitored by the supervisor/manager, detailed instructions and procedures are generally provided.  **\*\*DISCLAIMER** : This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. |

**Education and Experience Requirement**

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**Competency Levels: 1: BASIC 2: COMPETANT 3: OUTANDING 4: EXECELLENT**

**Technical Competencies Required**

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| **Competency** | Level Required | **Competency** | Level Required |
| ISO 9001 2016 standards | 3 |  |  |
| IS specifications | 3 |  |  |
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**Behavioural Competencies Required**

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| **Competency** | Level Required | **Competency** | Level Required |
| Problem Solving | 2 | Execution Excellence | 2 |
| Team Management | 2 | Communication & Persuasion Skills | 2 |
| Decision Making | 2 |  |  |
| Systems & Process Orientation | 2 |  |  |

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| **Prepared By** | Reviewed By | **Approved By** | Maintained By |
| **Name** |  |  |  |
| **Signature** |  |  |  |

**Approvals**