



Job description

Employee	Anam Mazhar
Department	Quality Assurance
Present appointment	QA Specialist
Volume of employment in %	100
Document release date	21AUG2017
Replaces version from	First version
<u>Reporting Lines</u>	
Reporting to / supervised by	Kerry Sieger
Employee receives additional instructions from	N/A
Employee supervises / is line manager for	N/A
Employee gives additional instructions to	N/A
Deputy	Kerry Sieger
Employee is deputy for	Kerry Sieger



Job description

Roles and Responsibilities

Roles & Responsibilities in current position

The primary purpose of the QA Specialist position is to perform internal audits of Manufacturing/CMC procedures; track and maintain SOPs, Work Instructions, Lab Notebooks, and Manufacturing numbers; perform Batch Record preparation, issuance, and verification; perform official batch release. The QA Specialist fills in for the Senior Manager QA/QC upon the manager's absence. Other tasks are detailed below:

- Maintain equipment logs and files
- Track Manufacturing numbers
- Internal audits of Manufacturing process
- Write audit reports
- Training
- Maintain SDS, CoA, chemical lists
- Keep track of new employee CV, job description
- Write new SOPs and BRs
- Keep track of lab notebooks
- Provide support for the Investigation and Recall of non-conforming materials
- Perform Batch Record preparation, issuance, and verification
- Issuance of Controlled Labels and Forms
- Fill in for Senior Manager QA/QC in case of absence
- Other activities as may be assigned

Involvement in current projects (since)

28 Mar 2016

Additional functions

N/A

Signatures

Please make sure that this document is updated if major changes occur. It is recommended that employee and line manager review the job description at least yearly, e.g. during the "annual employee performance review".

Date, Signature
Employee

Date, Signature
Supervisor
