

ABC Health Supplements Ltd.

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| Job Description | Department : Quality Control | SOP No. : 1.2 |
| | Title : Job Description – Head of Quality Control | Revision No. : 00 |
| Date Issued : 02.02.2016 | | Effective Date: 02.02.2016 |
| | | Supersedes : N/A |
| Prepared by : | Approved by : | Page 1 of 2 |

1.0 Purpose

To outline the basic responsibilities of the Head of Quality Control in the manufacturing plant.

2.0 Scope

Accountable for the maintenance of quality control during production of a quality nutraceutical product according to GMP regulations.

3.0 Responsibility

It is the responsibility of the Head of Quality Control to ensure ABC Health Supplements Ltd. products are manufactured and distributed according to quality compliance with Good Manufacturing Practices (GMP). The quality function also ensures the timely release of incoming product batches into the marketplace for sale, assisting ABC Health Supplements Ltd. in meeting the needs of the supply chain and ensuring that quality product is delivered to the consumers.

4.0 Basic Responsibilities

4.1 Head of Quality Control

- 4.1.1 Responsible for directing and overseeing the planning, implementation and maintenance of quality control methods, processes and operations for existing products and technologies.
- 4.1.2 Manage resources for the analysis of products, meeting timelines, quality and quantity standards.
- 4.1.3 Familiar with, and able to teach analytical techniques, standard laboratory practices and GMP guidelines.
- 4.1.4 Provide guidance to effectively resolve deviations and out-of-specification results and work closely with Head of Production to develop plans for investigations and corrective actions.
- 4.1.5 Coordinate monthly reports and/or updates as they relate to QC activities and completion of projects (validation, tech transfers, etc.)
- 4.1.6 Design and review/approve SOPs, test procedures, process validation protocols and reports, etc.
- 4.1.7 Responsible to review the quality system at defined intervals sufficient to ensure its continuing suitability and effectiveness.
- 4.1.8 Responsible to review and approve the final product that is meeting the product specifications to be release for sale in the market.