

JOB DESCRIPTION – QUALITY ASSURANCE INSPECTOR

A. Designation

Quality Assurance Inspector (QAI)

B. Immediate Superior

Quality Assurance Manager

C. Responsibilities

1. Responsible and answerable to the Quality Assurance Manager (QAM).
2. Periodically review MOE/CAME/RSQCM/MMP and the Quality Procedure Manual to meet the changing organisational requirements while meeting the applicable and current regulatory requirements.
3. Processing and evaluating of maintenance personnel company approvals and authorization applications for adequacy and correctness.
4. Maintenance of support/certifying staff and other approved staff records as per the requirements of MOE/CAME/RSQCM/MMP and applicable regulations.
5. To ensure that the support/certifying staff and other approved staff meet the training requirements at all times for issue of approvals by GAM.
6. To review the corrective and preventive measures taken with respect to the internal and external audit findings and its acceptance based on which make necessary amendments to MOE/CAME/RSQCM/MMP and QA Manual. Also liaise with the other departments of GAM to ensure their departmental and associated procedures are amended as necessary.
7. To prepare yearly audit schedule/programme including Quality System and Product audits and communicate the programme to all the departments.
8. To organise & conduct periodic internal audits to identify deficiencies.
9. To organise and conduct vendors/sub-contractors audit.
10. To report the audit findings through the Quality Assurance Manager to the concerned Post Holders and Accountable Manager for corrective and preventive actions.
11. To ensure that the organisation has the continued capability (manpower, necessary tools, equipment, maintenance data etc.) to conduct work commensurate with the approved scope of work.
12. To respond positively to the findings of Customer and Regulatory audits and initiate the necessary corrective and preventive actions.

13. To carry out surveillance and product audits as per the Regulatory and MOE/CAME/RSQCM/MMP requirements.
14. To carry out any other task as directed by the superior.