**DUTIES AND RESPONSIBILITIES OF QUALITY ASSURANCE PERSONNEL - QAA**

1. **Designation**

Quality Assurance Assistant (QAA)

1. **Immediate Superior**

Quality Assurance Manager

1. **Duties and Responsibilities**
2. Answerable to the Quality Assurance Manager.
3. Maintain an effective record of all support/certifying staff and other approved staff records as per the requirements of MOE/CAME/RSM/MMP and applicable regulations.
4. Maintain proper record of the support/certifying staff and other approved staff training requirements at all times for issuance of approvals by GAM.
5. Maintain the necessary amendments to MOE/CAME/RSM/MMP and QA Manual.
6. Maintain and ensure an up-to-date and accurate register of all Product, Surveillance, Vendor audits, and related documents.
7. Maintain, update and tracking of all Audit reports for QA Department and advise QAI of any deviation from the target response date.
8. Ensure all replies to audit reports are filed in an orderly manner for ease of retrieval.
9. Maintaining and keeping an up-to-date records of GAM personnel Authorisation/Approvals.
10. To carry out any other task as directed by the superior.