Zamil Industrial شركة الزامل
Investment Co. للاستثمار الصناعي

ZAMIL STEEL

JOB DESCRIPTION FORM

Job Title	Job Code	Business Unit / Division	Department / Section
QC Supervisor	**JT**	**Zamil Steel Vietnam**	**Quality Control**

Job Title of Immediate Superior	No. of Job Titles Supervised by the Job Holder, if any	No. of Individuals Supervised by the Job Holder, if any
QC Manager	**09** (QC In-Charge, QC Technician, QC Foreman, QC Co-ordinator, Incoming materials Inspector, Dimensional Inspector, Welding Inspector, Coating and Shipping Inspector and NDT Technician)	**25**

Date of Update	Revision #	Prepared by	Reviewed & Approved by
23/08/11	***01***	**Dang Minh Duc**	**Adib I. Al –Issa**

I. Job Purpose: (Why does this job exist?)

To lead the QC department in implementing the Company Quality System and procedure to ensure that the fabricate product conform to Quality Standard.

II. Person Specifications: (What *are the minimum attributes for the job holder to be effective in this job?)*

Age (Range) Years :	**28-40 Years**
Qualifications (Essential) :	**Mechanical Engineer**
Qualifications (Desirable) :	**Bachelor of Science**
Certificate/License/Course :	**Attended QC Seminars**
Computer Literacy :	**Knowledge in Microsoft Windows Applications and AutoCAD**
Language Required:	**English**
Duty (Shift/General) :	**Day Shift**
Special Physical Characteristics Needed :	**Normal physical fitness, alert and active**
Specific Experience (in Years) :	**3 years in above field**
Personal Competencies:	**To be organized, systematic, and through in performing his duties, knowledge and update in QA/QC concept**
Other (if any) - Please Specify :	

III. Job Authority: (Operational/ Financial/ Administrative/ Special)

1. Preparation of customized Quality Plan and ITP.
2. Control of overtime and activities of QC staff.
3. Analyze and make a preventive actions related to fabrication

Key Result Areas / Areas of on-going Accountability & List of Job Responsibilities:

Key Result Areas / Areas of on-going Accountability	List of job Responsibilities
(What areas or major activities will produce the contributions that the company expects from this employee?)	(Identify both the routine and non-routine tasks that this employee has to perform. As much as possible, you must highlight the result that is expected from each task.)
1. Quality Control planning	1. Assign QC Inspector to specific Jobs accordance with their skill. 2. Updates changes to Standard Quality Plan as needed. 3. Informing all Inspector of any special approved Quality Plan and making them aware the additional inspection work. 4. Review of quality plan and execution. 5. Organize Quality Meeting with Operation, Purchasing, PRD, PMC and Engineering regarding product and Claims problems.
2. Monitoring of product/process Inspection	1. Review of all NCR and daily inspection reports. 2. To ensure the product quality fully confirming with Zamil Steel Standard and Customer's Specification. 3. Recommends changes of procedure to Quality Management committee. 4. Establish working relationship with third party Inspector or Customer's representative.
3. Materials Testing.	1. Guide to coordinate with outside testing company for x-ray and other testing of materials. 2. Organizing materials testing for new sample at independent testing agencies. 3. Witness testing at independent testing agencies whenever required.
4. Resolving Customer Claims	1. Reviewing and investigating of claims received from Customers. 2. Prepare and send the result of investigation to concerned department. 3. Recommend solutions for corrective actions. Prepare monthly report for statistical analysic of NCR, in process Error, Engineering queries and Customer's claims.
5. People Management.	1. Control of QC Overtime and vacation schedule. 2. Monitor QC Inspector Activities.
6. Staff development.	1. Training QC staff. 2. Conduct Welder's test and update Welder's qualification. 3. Training the Quality concept, procedure for staff of concern department.

N.B.: You are requested to complete this form in two pages only.