

JOB DESCRIPTION

Job Title: Quality Control Analyst

Reports To: Quality Control Manager

MAIN FUNCTION OF JOB

Inspection and analysis of packaging components, raw materials and dental products at all stages of manufacture, including production and packing. Carry out the calibration of laboratory equipment in accordance with local procedures. In addition to the duties and responsibilities listed below, the jobholder is required to perform other duties assigned by Management from time to time.

RESPONSIBILITIES*

1. Inspection of: Incoming packaging components; Pre-packed sample orders; and Packed customer orders, ready for despatch.
2. Analysis of: Raw materials; Intermediate/In-process checks; Final product batches; Customer complaints; Confirmation of R&D trial sample test results, and assist in investigation and testing of any failed sample batches.
3. Operation, care and maintenance of laboratory equipment: Ensure equipment is kept in a clean, serviceable condition in line with cGLP; Calibrate laboratory equipment and record results in line with cGDP.
4. Support day-to-day operations activities:
 - Sign-on/off, of customer orders
 - Start-up, in-line and end-of-line checks
5. Report test results and maintain records legibly – Reporting any failing results of responsibilities 1-4 immediately, and filing/archiving records as required.
6. Reporting any areas of concern which could adversely affect product quality or customer service to the Quality Control Manager.
7. Deputising for other Quality Control Technicians or Analysts.
8. Stock control and disposal of chemicals and reagents.
9. Maintain both the Quality Control Quarantine and Retained sample stores, carrying out disposal of samples following the retention period.
10. Purchasing of laboratory supplies as authorised by the Quality Control Manager.
11. Checking the accuracy of records, including calculations in line with cGDP/GLP.
12. Ensure safe working practices are demonstrated, including the use of PPE, in accordance with company health and safety policies, procedures and work instructions.
13. Help to maintain clean and tidy laboratory areas in line with cGLP.

14. Informing the Quality Control Manager of any ideas for potential improvement in safety, training, procedures, including product testing.

**Training will be provided.*

SKILLS/KNOWLEDGE

1. Science at A-level (preferably chemistry) or equivalent.
2. Awareness of health and safety
3. Good verbal and written communication
4. Attention to detail
5. General computer skills: Entering and/or uploading data; trending results. Examples of software include Microsoft Word, Excel, Sage or equivalent programmes.
6. A good understanding and awareness of GLP/GDP/GMP.