

	Document Title: Job Description		
	Document Number: NEO-FRM-625		Revision: A
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Job Title:	Quality Control Specialist
Reports To:	Senior Quality Control Specialist
Location:	13562 Maycrest Way, Richmond, BC V6V 2J7
Date:	2017 April 04

Purpose/Role

A brief description of the primary responsibilities for which the employee is accountable

To perform incoming, in-process and final inspection of tissue, root and contract products in accordance with the Quality Management System. To organize/update quality control documentation, records and systems.

Position Description

A listing of the deliverables to be accomplished, including specific duties/activities that make up the job

- Writing Non-Conformances (NCs) (communicate NC details with relevant departments)
- Communicating GDP issues with the suppliers and requesting follow up
- Participating in investigation/root cause analysis
- Identifying process improvement opportunities
- Identifying compliance and GMP/GDP issues
- Verifying quality documentation and ensures follow up of abnormalities
- Applying and or maintaining the identification of products during production: recording specific data which maintains identification on the Device History Records, Rework Sheets, Reprocessing Reports and other product records (in accordance with Good Documentation Practices)
- Performing and monitoring production processes and special processes
- Performing in-coming, in process and finished products inspections and tests
- Handling and storing products during production
- Handling and storage of pericardial tissue and roots
- Applying and or maintaining the production status performed on products during production
- Assisting with Cleanroom Operations and maintenance
- Reviews calibration documentation as required
- Performing testing in the clean room as requested
- Other related duties as required

Qualifications

Represents the desired qualifications but may not reflect the employee's existing qualifications

Education:

Post-secondary education or relevant experience

Experience:

Production experience an asset

Experience working in a GMP environment

Experience writing Non-Conformances

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Skills:

Good communication skills in English
 Ability to work in a fast-paced environment

The purpose of this description is to provide a concise statement of the major responsibilities of this position in a standardized format. It is not intended to describe all the elements of the work that may be performed and should not serve as the sole criteria for personnel decisions and action.

Approvals:

Employee (signature)

Date

Manager (signature)

Date