

Quality Control Technician Job Description

- Ensure there is quality testing all the time; carry out inspections so as to meet the standard set by the organization
- Encourage and enforce cleanliness on the part of the staff and ensure safe working conditions
- Focus on corrective actions in order to make sure that products meet required specifications
- Initiate training for workers concerning safety programs to protect employees against work hazards
- Maintain all documentation for the purpose of auditing
- Collect regular samples for shelf life and analysis at the laboratory
- Work with the Quality Control Supervisor regarding specific information relating to product information and production
- Report bottlenecks to the Quality Control Supervisor
- Engage in quality calibrations and internal audits in a professional manner
- Constant updating of job knowledge by reading technical publications, participating in seminars and other educational opportunities
- Mentor lower cadre employees and lead them effectively
- Ensure measuring equipment are functioning properly and calling for repairs where equipment are faulty
- Approve finished products for onward shipment to the market
- Co-operate with government agencies during inspections in order to meet and maintain high production standards
- Work with the management and production managers to ensure that only quality products are produced
- Ensure that no expired raw material is used for production
- Help to check and update quality control policies
- Work as a team under the supervision of the quality control manager
- Find solutions to customers' complaints and feedbacks

- Remove bad products that are discovered during the production process
- Monitor every stage of production to avoid product defects
- Write reports and submit same to the quality control manager
- Record test results as required
- Recommend modifications to already existing production standards within the limits of available equipment capacity and capability
- Proper assessment of suppliers.