

Quality Controller Job Description

- Monitoring quality performed by other departments
- Ensuring that quality requirements are met by entities placed under the control of the quality department
- Accurate and consistent documentation; documentation of all activities, facilities, equipment and instruction during manufacturing process to ensure that these items are in good operating condition before being distributed or sold to third parties
- Compiling and maintaining records of manufacturing process that ensure quality products are produced
- Accurate reports on quality control activities performed by assigning them to an area or department for further processing as per required timeframes, as well as ensuring product delivery date to customers with due dates.
- Identify problems within the processes for review or cancel manufacturing when needed
- Monitoring and checking for abnormalities in products, out of specification requirements and non-conformities
- Correcting problems when found by identifying resources, initiating a problem resolution procedure and corrective action plan when necessary
- Developing quality control plans to eliminate existing or probable defects before production takes place
- Ensuring that products meets the required standards and specifications consistently
- Monitoring the progress of corrective actions when product defects are identified by confirming completion dates
- Conducting product inspection if deemed necessary as well as evaluating data to determine the possible causes of problematic situations with the help of other departments as needed
- Performing testing/inspections when required to verify that corrective actions are implemented effectively

- Interpret data and measure parameters as required to determine quality deviations and the causes of these deviations
- Reviewing test results and work instructions to ensure that the testing is performed without error
- Performing sampling when required in accordance with ISO/IEC 17025:2005 to ensure that products meet standard requirements.