

	SIAB (M) SDN BHD	DOC. REF. : SIAB/QESHM/SEC2.3
	QESH MANUAL	REV. No. : 0
	JOB RESPONSIBILITY & AUTHORITY	ISSUE DATE : 1 JANUARY 2019
	CONTROLLED DOCUMENT	

QA/QC ENGINEER / QA/QCSUPERVISOR

Duties and Responsibilities:

1. Assist the QA/QC Manager in preparation, implementation, monitoring and maintenance of the QESH management system.
2. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
3. Ensure the integrity of QESH management system is maintained at all times even when changes are made.
4. Take responsibility for prevention of work-related injury and ill health.
5. Ensure the QESH procedures and processes are effectively implemented.
6. Ensure inspection and test plans are implemented as required.
7. Liaise with clients, QESH departments and projects team on QESH related matters.
8. Prepare and maintain Project QESH Plan.
9. Ensure corrective measures are implemented in cases of non-compliance issues.
10. To coordinate and conduct internal QESH audits.
11. To undertake any and all other duties and responsibilities as so instructed by the superior.

Accountability:

12. Accountable for the quality, safety, health and environmental performance at his workplace.

Authority:

13. Issue Non-Conformance Reports (NCR) on non-conformances identified.