

## Quality Regulation Management

### QC Management:

- ✓ To continuously review quality control processes, procedures and capabilities in order to sustain the most cost effective and efficient methods for meeting quality requirements, and making recommendation for improvement as appropriate.
- ✓ Review client QC requirements and ensure that quality control documentation for a project meets contractual requirements.
- ✓ Review and approve Contractor and subcontractor quality control documentation to ensure their planned activities meet contractual requirements.

### Resource Management:

- ✓ To coordinate and control the day to day operations of inspection personnel, so as to provide a safe, secure and efficient working environment, ensuring;
- ✓ All equipment is safely operated.
- ✓ All physical resources are maintained, stored and organized to allow efficient and effective operation.
- ✓ To control and direct all QC resources, operations and facilities in order to adhere to

project programmers.

- ✓ To manage and direct a team of skilled, semiskilled and technically based individuals through sound personnel practices such as;
- ✓ Performance management
- ✓ Relevant and effective inductions
- ✓ Identification of training needs
- ✓ Coaching
- ✓ Discipline

### **Compliance:**

- ✓ Manage and control all quality control activities in accordance with identified Quality Assurance standards, company procedures, client specifications and contract requirements.
- ✓ Assist in production of generic and project specific Method Statements and Risk Assessments.

### **Management Information:**

- ✓ To monitor and report quality control progress, notifying any predicted shortfall or discrepancies against timescale and budgets.
- ✓ Immediate notification to the Head of Assurance of any Quality Control issues.
- ✓ Providing accurate and relevant information as required by the business.

### **Co-ordination and Liaison:**

- ✓ Contribute to Business Development and success of current projects by the internal referral and communication of appropriate information and intelligence, together with any project specific information.
- ✓ Provide comprehensive communication to underpin effective working relationships.
- ✓ Liaise with the Head to ensure that project contractual and quality requirements within the schedule are supported and maintained through all stages as to ensure project completion within the specified schedule.

Leadership thru Persistent Focus on People, Process & Quality  
Inductus: Quality Regulation Management

- ✓ Responsible for supporting the development and maintenance of a customer focused culture within the organization.
- ✓ Support the development of quality goals and targets as part of the organization's strategic plan
- ✓ Carry out, as instructed, any task as deemed reasonable by the Head of Assurance in the interest of the Company.

**Reports to:** Head of Department

**Reportee:** Inspection Team

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CEO & Managing Director  
Inductus Limited