

JOB DESCRIPTION		PREPARED	CHECKED	CONFIRMED	APPROVAL
A. DEPT.	<i>Management</i>	B. JOB POSITION		_____	
<i>QMR</i>					
<p>C. RESPONSIBILITY</p> <ol style="list-style-type: none"> 1. Reports directly to the President or the General Manager regarding matters related to the Quality Management System Performance for review and as basis for action and improvement. 2. Ensure that the Quality Management System is established, implemented and maintained and continually improve its effectiveness in accordance with ISO 9000 standards. 3. Ensure that processes needed for the quality management system is determined and its application throughout the organization. 4. Ensure that optimum sequence and interaction of processes are determined. 5. Ensure that criteria and methods are clearly defined to ensure both operation and control of processes is effectively performed. 6. Ensure that all Documents needed for the Quality Management System is established and adequately defined prior to issue and use. 7. Facilitates the identification of necessary resources and information that will support the implementation and monitoring of the Quality Management System. 8. Ensure the promotion of awareness of customer requirements throughout the organization. 9. Guide the organization on the proper application of the Quality Management System and ensure uniformity of understanding and consistency of application. 10. Liaison with external parties on quality system matters and during audits. 11. Ensure all audit checks are properly carried out to monitor and measure the status of the Quality Management System periodically. 12. Ensure that all faults or nonconformities are properly rectified and prevented from recurring. 13. Initiate steps towards continuous quality improvement in the total business process chain. 14. Meet the top management and relevant departments to decide what should be done about quality failings and to suggest how quality can be improved. 15. Meet the top management and relevant departments to ensure that quality objectives are established at all relevant functions and levels within the organization. 16. Ensure that adequate planning is carried out in order to maintain and improve the effectiveness of the QMS and attainment of Quality Objectives. 17. Continuously review and assess overall business fulfillment groups, product, quality, reliability performance and services to identify opportunities for improvement in a long term and short term goal setting. 18. Verifies the effectiveness of internal communication and ensure that appropriate communication takes place regarding the application and effectiveness of the QMS. 19. Authorized to decide on resolving conflicts and irregularities regarding the application of the Quality Management System in compliance with ISO 9000 Standard and the company's rules and regulation. 20. Authorized to acquire necessary information on matters that will affect the Quality Management System and execute necessary controls or directives to ensure that the integrity of the QMS will be maintained when changes are being planned and implemented. 21. Authorized to call meetings for information updates and collate suggestions or recommendations to solve problems and improvement in the QMS. 					

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D. EDUCATION, TECHNICAL CAPABILITY AND CAREER

E. IMMEDIATE SUPERIOR	<i>President/GM</i>	F. PREPARATION DATE	
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