



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Competency Level Evaluation of Quality Assurance and Quality Control Personnel	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for evaluate the competency level of Quality Assurance and Quality Control Personnel.

### 2.0 SCOPE:

This procedure is applicable to assessment of technical competency levels of Quality Assurance And Quality Control Personnel.

### 3.0 RESPONSIBILITY:

Head -QA, Head-QC  
Head – Quality Assurance

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

- 5.1 All personnel working in QC and QA shall have adequate training, experience and education.
- 5.2 The competency levels shall be checked for all QA and QC personnel by the in Head of the department.
- 5.3 The competency levels shall be checked for each individual based on the job responsibilities of the person.
- 5.4 Job responsibilities shall be prepared by the Head of QA and QC for each individual.
- 5.5 Training shall be organized by the Head of QA and QC to each individual based on the job responsibilities.



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5.6 The details of name, employee number, age, department, designation/grade, date of joining, past technical experience and present experience shall be documented for each employee.

5.7 The competency of each individual shall be rated by Head of QA and QC.

5.8 The details of external/specified training program shall be documented.

5.9 The individual shall be re - trained if found to be below the competency levels.

5.10 The details of the individual shall be documented in the training format.

**Note:** Whenever new responsibility is assigned, the competency of each individual shall be evaluated.

**6.0 ABBREVIATION (S):**

QA : Quality Assurance

QC : Quality Control

**7.0 REFERENCE(S):**

NA

**8.0 ANNEXURE (S):**

Nil

**9.0 REVISION CARD:**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION