

QUALITY TECHNICIAN DUTIES & RESPONSIBILITIES

1. Daily-Pre operational controls: before start the production all lines and areas will be controlled according to the food safety rules. If there is a food safety risks production will be warned to make cleaning and remove the risk, after they prevent the risk, the area will be checked again. All controls will be recorded.
2. Process controls are made according to the quality plans and the results are reported.
3. Incoming products & materials are checked and recorded each receiving.
4. Quality plans are prepared for incoming materials
5. Metal Detector Controls 4 times in a shift: All metal detectors will be checked by using test cards. The metal detectors must be open or give alarm to when the test card pass there. If the metal detector doesn't work, the corrective actions must be taken
6. Scale Controls 4 times in a shift (All scales will be checked according to the weigh which products will be packed in that line). All scales must be controlled by using weights
7. Environmental temperature controls: The environmental temperatures must be recorded twice in a shift. If the heat is not convenient the maintenance must be warned to fix it.
8. Checking the employee hygiene controls and recorded the results. Ensure the hygiene and sanitation
9. Checking the cleanings
10. Checking the cleanings after maintenance and give usage permission according the conformity
11. Allergen swap checking: after making allergen cleaning, the cleaning must be verified by controlled the swap and as visual. All controls must be recorded.
12. Detected the nonconformities and faults in the shift and follow the corrective actions
13. Following the production plans and food quality system activities and giving information about system continuity
14. Checking the labels
15. Making statistical evaluations and reports of the measurements and analyzes results
16. Hold area management, when nonconformity products are detected quality manager must be informed and the products must be taken to hold area. Quality Technician need to follow up this process.

17. Collect and arrange the retain samples: the retain samples must be collected to the boxes as daily, all retain samples must be taken according to the productions, there shouldn't be any missing, the boxes must be arranged as day by day. All boxes must be contained date information, and all boxes must be put as seen easily.
18. Find retain samples when quality need it: when taken a customer complaint retain sample must be taken for quality as needed.
19. Checking waste of package amounts and prevent them
20. Measuring the waste of product and prevent them
21. Other jobs, quality manager needed.