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# Example of QA / QC Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of QA / QC manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for QA / QC manager

* Discuss and approve the specifications of the welding procedures, WPS approvals (WPS / PQR), welder approvals (WPQR), the procedures and qualification of the NDT personnel
* Off‐site
* Verify quality control documentation, including those of subcontractors, consultants, and fabricators
* Perform quality assurance testing and non‐destructive examination as required
* Document contract compliance and non‐conformances
* Attend bi‐weekly quality meetings with project management and executive management and present a status report of the progress
* Ensure that executives are kept abreast of the Quality Management System effectiveness
* Implement and monitor the quality document management and reporting system
* Coordinate on matters of quality with the commissioning agents
* Compile quality and contract compliance documentation for submission to the client

## Qualifications for QA / QC manager

* Experience in participation and in the management of regulatory audits
* Interface and assist with the PANYNJ representatives, and managers for Verification
* Reviews, Testing and Inspection of Program testing and reporting
* Report non‐conformity related to the project quality control system
* Monitor the performance of the Quality Assurance Program in accordance with contract requirements
* Interface with the client representatives on weekly and monthly basis