



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title : Manager – Quality (B&I)
Entity : Bureau Veritas (India) Pvt Ltd
Location : Karwar (Karnataka)
Reports to (job) : CTC Manager

➤ Purpose of Position

- The job incumbent is responsible for implementing the management system at Project Site
- The position performs in line with the Bureau Veritas Quality Assurance System, including the BV Code of Ethics and the BV Group policy

➤ Major Responsibilities

Site Inspection & Quality Assurance limited to implementation of QA system, review of QA plans submitted by the contractor during the construction phase.

- Random checks of construction activities at site based upon approved QAP.
- The procedure for purpose of materials and source inspection.
- System for site controls including process controls.
- Control of non-conforming items and systems for corrective actions.
- Inspection and test procedure for site activities.
- System for indication and appraisal of inspection status.
- System for maintenance of records.
- System for handling, storage and delivery.
- A quality plan detailing out quality practices and procedures, relevant standards and acceptance levels for all types of work under the scope of this contract.
- Review of the records for the acceptance of the materials to be used at site.
- Review of the site laboratory setup for carrying out the site testing including periodic review of calibration of measuring & testing devices if required by customer.
- Prepare & Submit the Quality Management System(QMS) documentation covering all stages and phases of work such as design, selection of materials, selection of construction methods, selection of equipment & plant, deployment of personnel and supervisory staff, construction, quality control testing, audits, reporting etc., and shall be executed under the control of Quality Assurance System which satisfies the requirements of the ISO 9001.
- Compliance with the ISO 9001 requirements shall be described within the contractor's/Agency Project Quality Plan and submitted to the Engineer for review. The Contractor's Project Quality Manual is to describe the project related QMS scope, a list of project related processes and their interaction when implemented with the execution of the contract.
- The Contractor/Agency shall institute a quality assurance system to demonstrate compliance with the requirements of the contract. The system shall be in accordance with the details stated in the contract. The Engineer shall be entitled to audit any aspect of the system.
- Details of all procedures and compliance documents shall be submitted to the Engineer for information before each design and execution stage is commenced. When any document of a technical nature is issued to the Engineer, evidence of the prior approval by the contractor/Agency himself shall be apparent on the document itself.

➤ **Qualification and Experience**

- BE/B.Tech - Civil Background
- Min 7-20 Years of Experience.
- Hands on experience as Project Manager for minimum one project
- Must have Lead Auditor certification in QMS-9001.

➤ **Skills and Qualities**

- Excellent interpersonal skills
- Should have good leadership abilities and skills.
- Should be able to manage a team under him.
- Good communication and presentation skills.