



## Job Description

<b>Name of the Company</b>	Tatva Chintan Pharma Chem limited
<b>Position</b>	Executive/Sr.Executive - Production
<b>Role Purpose</b>	To ensure the efficient and effective execution of production activities
<b>Role Reports to</b>	Sr.Manager-Production
<b>Location</b>	Dahej & Ankleshwar
<b>Qualification</b>	B.Sc /M.Sc Chemistry + B.E Chemical Engg
<b>Years of experience</b>	5 to 10 Years

### Focused Area

1. Over all In charge of operation activities
2. Establish, implement and maintain EHS management system pertaining to operation department,.
3. To take initiatives and measures to improve EHS performance like unsafe act, unsafe condition and zero accident, reduce resource Wastages.
4. To monitor wastage' s attributable to plant handling and processing and initiate measure to minimize them.
5. Ensure effective housekeeping and safe work environment in area under control.
6. Identify and map skill requirement of men under him and advise department Head on training needs.
7. Monitor overall EHS system.
8. Promote continual improvement related to EHS management system.
9. Co-ordinate /preparation of HIRA/AI, OCPs, SOPs, WIs pertaining to operation department.
10. Communicate and participant all employees for preparation Aspect Impact & HIRA register
11. Production batch BMR and Raw material procurement from Store Done with Daily planed Work.
12. BMR file maintain with proper data Entry with all IPQC and other document attachment
13. All types of sample submit and analysis Result received and inform to plant Manager.

14. Raw material Indent and planning.
15. Run Plant process as per BMR instruction
16. Inform for any deviation in process of plant
17. Guide to Operator for process.
18. Routine Plant work in continual Maintain condition.
19. Inform for any Safety related Issue to Management
20. Document Preparation of related with GMP.
21. All master data of Utility & others day to day monitoring.
22. To monitor SAP System.
23. For handling and controlling hazardous materials and hazardous waste.
24. To report unsafe conditions, unsafe act or near miss.
25. To Identify the EHS/Production related corrective & preventive action.
26. EPP mock-drill, Review of HIRA/AI for operation department.
27. Accountable for in process EHS of the product.
28. To stop working in unsafe area/ unsafe condition.
29. To report near-miss or accident observed.
30. To accountable for daily production as per production planning.

#### **Knowledge, Skill & Attributes**

- Review of EHS Objectives, Management Program Progress, HIRA/AI, OCPs.
- To review significant aspect and no acceptable risk and take appropriate action to control it.
- Review PPE Usage and its monitoring.
- Review of Corrective action & preventive action.
- Review of Production Planning.
- Review of BMR and Control deviation.

**Our website**

<https://www.tatvachintan.com/>

**On LinkedIn**

<https://www.linkedin.com/company/tatva-chintan-pharma-chem-ltd/mycompany/?viewAsMember=true>

**On YouTube**

<https://www.youtube.com/watch?v=8pzBWPw6e-U&t=2s>