



Job Description

Name of the Company	Tatva Chintan Pharma Chem limited
Position	Officer/Sr.Officer-Production
Purpose of the Role	To ensure the efficient and effective execution of production activities
Role reports to	Sr.Manager-Production
Location	Dahej & Ankleshwar
Qualification	B.Sc /M.Sc Chemistry + B.E Chemical Engg
Years of experience	3-6 Years

Focus Area

- Execute production planning as per instruction of In-charge.
- To ensure working in-line as per defined operational control and standard operation procedure.
- To ensure effective housekeeping and safe work environment in surrounding area.
- To awareness of EHS policy and EHS objective.
- Establish, implement and maintain EHS management system pertaining to operation department.
- To control and reduce wastage's during performing operation activities.
- Awareness of Aspect Impact register & HIRA register, OCPs, SOPs, WIs pertaining to operation department.
- Communicate and participant all employees for preparation Aspect Impact & HIRA register.
- Production batch BMR and Raw material procurement from Store Done with Day to Day planed Work
- BMR file maintain with proper data Entry with all IPQC and other document attachment
- All types of sample submit and analysis Result received and inform to plant Manager.
- Maintain Housekeeping and Cleaning Records.
- Run Plant process as per BMR instruction.
- Inform for any deviation in process of plant
- Guide to Operator for process.
- Maintain Equipment Logbook & other data entry.
- Inform for any Safety related Issue to Management.
- IPQC, Raw Material, WIP issue, Transfer attach in a BMR.
- Manpower control.
- To Control and reduce waste Water Management.
- For handling and controlling hazardous materials and hazardous waste.
- To report unsafe conditions, unsafe act or near miss.
- To Identify the EHS related corrective & preventive action
- EPP mock-drill, Review of HIRA/AI for operation department.
- Accountable for in process EHS of the product.
- To stop working in unsafe area/ unsafe condition.
- To report near-miss or accident observed.

KSA(Knowledge Skill Attributes)

- To review significant aspect and no acceptable risk and take appropriate action to control it.
- Review PPE Usage and its monitoring.