

TERMS OF REFERENCE- Quality Control Officer

Job Title: Quality Control Officer

Grade: 09

Employment Type: Regular

Duty Station: Board Factory, Darla

1. Job Summary

The **Quality Control Officer** is responsible for ensuring that the quality of raw materials and finished products complies with the Bureau of Indian Standards (BIS) and the company's internal quality parameters. The position involves regular monitoring, testing, and evaluation of materials and production outputs, providing timely feedback for corrective actions, and supporting continuous improvement initiatives in the particle board production process.

2. Key Responsibilities

a. Raw Material & Process Monitoring

- Monitor and conduct regular testing of raw materials associated with raw board production and report findings to concerned authorities.
- Measure moisture content of dryer outlet, raw chips (core & surface silo), and glued chips.
- Monitor gel time, viscosity, and specific weight of prepared glue every two hours.
- Check top/bottom distribution in the board every 8 hours.
- Monitor the flow of emulsion and glue (both surface line and core line) in the glue kitchen.
- Conduct pH testing of chips and testing of raw glue, hardener, and emulsion.
- Sample and test resin flakes as required.

b. Product Quality Evaluation

- Conduct testing of raw and laminated boards as per BIS standards.
- Monitor physical and mechanical properties of finished products, including thickness, corner breakage, loose compactness, cutting quality, and surface finish.
- Record and analyze test results, recommending corrective measures in coordination with the Section Head and Production Manager.

c. Documentation & Reporting

- Maintain a shift logbook with detailed records of all QC activities.
- Prepare and maintain all testing reports, formats, and relevant documentation of the QC section.
- Ensure proper stock of laboratory reagents, stationery, and testing supplies.

d. Equipment & Resource Management

- Maintain the condition of laboratory equipment and coordinate calibration or repair work with external agencies.
- Ensure effective manpower planning and administration within the QC section.

e. Communication & Coordination

- Communicate promptly with production and management teams when corrective measures are required.
- Liaise with the Bhutan Standards Bureau (BSB) and BIS for product certification and compliance matters.
- Attend and address market complaints related to product quality.

3. Minimum Requirement

a. Education and Experience

- i. B.Sc. in a related field, such as Wood Science & Chemical Engineering, or equivalent.
- ii. Prior experience in Quality Control/Quality Assurance in manufacturing, preferably particle board, plywood, or furniture production would have added advantage

b. Skills, Attributes and Competencies

- i. Knowledge of BIS standards and internal quality standards.
- ii. Strong analytical, problem-solving, and communication skills.
- iii. Ability to lead, coordinate, and supervise QC activities and manpower.
- iv. Attention to detail and commitment to quality.
- v. Ability to maintain accurate records and prepare reports.
- vi. Computer literate, proficient in MS Office.
- vii. Ability to work under pressure and deliver timely results.

4. Other Requirements

- a. BBPL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating qualifications and experience
- c. 2 referrals/recommendation letters from non-family related referees
- d. Academic transcripts (Class X, XII, Degree, and Masters, if applicable)
- e. Experience certificate
- f. Security Clearance Certificate (online)
- g. Medical Fitness Certificate
- h. Citizenship Identity Card (CID)
- i. No Objection Certificate from the previous employer, if selected

5. Salary & Other Benefits

- a. Basic Salary: Nu.18,850.00
- b. Pay scale: 18,850–470–30,130
- c. 10% Corporate Allowance
- d. 20% Fixed Allowance
- e. Other benefits and allowances as per BBPL Internal Service Rules