

Job Description - Quality Assurance

Designation: QA / Documentation Executive

Experience Required: 2 Years

Qualification: MSC Chemistry / Life science

Workdays: 5 days

Qualification Required: Bachelor's in agriculture, BSc, regulatory or any other related field

Location: Bangalore

Job Description: We are looking for a detail-oriented QA / Documentation Executive with strong practical experience in maintaining Quality Management Systems (QMS) and Organic certifications. You will be based in our Bangalore office but will manage the documentation and audit readiness for both our Bangalore and Anniyalam facilities. The primary focus of this role is ensuring error-free traceability, maintaining Organic standards (NPOP, NOP, EU), and managing the documentation lifecycle for external audits. Hands-on experience in end-to-end Process Validation and Cleaning Validation activities, including protocol preparation, risk assessment, execution, sampling, documentation, deviation handling, report compilation, and final approval support in compliance with GMP and regulatory requirements.

Key Responsibilities

1. Organic & Conventional Documentation (Batch-wise)

Traceability: Create and maintain end-to-end records for every single batch (Organic & Conventional). This includes Raw Material (RM) Transaction Certificates, processing records, and Final Transaction records.

Organic Standards: Ensure all documentation aligns strictly with NOP, NPOP, and EU Organic standards.

Custom Formats: Prepare and maintain Process Flow Charts (PFCs) and Recipe sheets tailored to the specific formats required by different Certification Bodies (CB).

Dispatch Compliance: Manage final dispatch checklists, ensuring all supporting evidence (vehicle images, GPS photos for loading) is collected and filed for both Organic (mandatory) and Conventional (optional) shipments.

2. QMS & SOP Management

SOP Development: Draft, update, and maintain SOPs for manufacturing processes, labor operations, and quality checks.

Record Verification: Monitor daily records, including weighing balance calibration, in-house validation, and operational checklists across both Bangalore and Anniyalam units.

Site Management: Oversee the document control for multiple units (2x Anniyalam, 2x Bangalore).

3. Certification & Audit Compliance

Fair For Life (FFL): Handle FFL renewal audits for NRPL/HAPL, including traceability documents for international export, bill settlements, FFL fund supporting docs, and partner agreements.

Audit Readiness: Maintain a permanent state of audit readiness by keeping legal documents, organograms, layouts, and internal audit reports up to date.

Internal Audits: Conduct internal audits for products and facilities to ensure compliance before external bodies arrive.

4. Regulatory Scope

Maintain documentation for a wide range of standards:

FSSC (Version 6), ISO 9001, ISO 14000

FSSAI, Non-GMO, Kosher, Halal

NABL Lab requirements