

Quality Assurance Associate

Candidates filling this position will be responsible for knowledge of and adherence to the Standard Operating Procedures of BioScience Laboratories, Inc., the testing Protocols assigned to a particular laboratory, and/or standards, and specialized methods of testing provided by government agencies (e.g., FDA, EPA) and professional associations (e.g., ASTM, AOAC, AATCC, USP-NF).

General responsibilities are as follows:

- Perform audits of in-phase testing;
- Audit all incubator, refrigerator, pH, and environmental chamber log books, removing unclaimed completed forms (as appropriate), and review and file these (quarterly);
- Audit all balance and pipetter calibration log books, remove completed forms from the books, and approve and file them (semi-annually);
- Audit the forms file to verify that the forms and forms index are current and stamped with an effective date (at least quarterly);
- Audit all SOP books to verify that the SOPs and SOP index are current and stamped with an effective date (at least quarterly);
- Audit all media sheets (Form No. 91-L-003), and associated documentation forms at least weekly;
- Audit the Quarantine Room and Quarantine Log Books for each laboratory at least weekly;
- Audit all Housekeeping Log Books quarterly, including the removal, approval, and filing of completed forms;
- Assume other responsibilities, as agreed with Manager of Quality Assurance/Document Control.

Qualifications:

The person who holds this position must have education, training, and experience commensurate with discharging duties and meeting responsibilities specified above.