

1. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Quality Testing and control of in-coming Raw Materials, In-process Analysis, and Final Product Testing for the Battery Materials.	<ul style="list-style-type: none"> ▪ Develop and document analytical methods for all planned products and raw materials. Prepare SOPs. ▪ Operation of instruments such as ICP-MS, Ion Chromatography, auto-titrators, moisture analyzers, spectrophotometers, etc and trouble shooting. ▪ Chemical analysis by titrations, gravimetry, etc. ▪ Data interpretation. Timely feedback and reporting of results. ▪ Planning and timely calibration of all the equipments and instruments. ▪ To train and monitor junior chemists. 	<ul style="list-style-type: none"> • 100% completion of tests and documentation every shift. • Zero error
Dispatch of Samples for Customer Validation or third party evaluation.	<ul style="list-style-type: none"> • Understanding of customer specifications and providing the test results to QA for dispatch. 	<ul style="list-style-type: none"> • Approved Samples
IMS Documentation Revision and issue of documents & its periodical reviews	<ul style="list-style-type: none"> • Compliance to IMS standards by keeping records updated. 	<ul style="list-style-type: none"> • Compliance to IMS
Administrative capability	<ul style="list-style-type: none"> • Improve soft skills of group members. • Training group members for implementation of SOP's and working with SAP module. • Resolving conflicts • Knowledge sharing meetings 	<ul style="list-style-type: none"> • Smooth functioning of dept
SAFETY & HOUSEKEEPING	<ul style="list-style-type: none"> • Follow proper safety, house-keeping and GLP practices at all times. • HAZOP studies of the processes developed in the laboratory. • Risk assessment of all activities in the lab 	<ul style="list-style-type: none"> • Accident / Incident record • EHS/HIRA Matrix