

## 1. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Establish and maintain Analytical facility for Quality Testing and control of incoming Raw Materials, In-process Analysis, and Final Product Testing for the Battery Materials.	<ul style="list-style-type: none"> <li>▪ Develop and document analytical methods for all planned products and raw materials. Prepare SOPs.</li> <li>▪ Ensure operation of sophisticated instruments such as ICP-MS, Ion Chromatography, etc and trouble shooting.</li> <li>▪ Data interpretation.</li> <li>▪ Planning and timely calibration of all the equipments and instruments.</li> <li>▪ To train and monitor junior chemists.</li> <li>▪ To ensure adequate testing facility is available at all times - discuss and align with stakeholders to agree on response time for providing QA reports/ feedback.</li> <li>▪ To provide hands on leadership and management of day-to-day quality interactions within the manufacturing group.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% availability and readiness of facility to ensure "Zero defect Quality Assurance".</li> <li>• Availability of Quality plan to serve all Customers.</li> </ul>
Prepare and control annual Budget for QC functions and Instrument maintenance.	<ul style="list-style-type: none"> <li>• Consumption Tracking of consumable items, spares, glasswares and chemicals</li> <li>• Tracking of expenses AMC/CMC of instrument</li> <li>• Listing of miscellaneous expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Annual QC budget</li> </ul>
Dispatch of Samples for Customer Validation or third party evaluation.	<ul style="list-style-type: none"> <li>• Work along with internal stakeholders to ensure direct feedback from RM Suppliers as well as Customers to understand overall requirements/ trouble-shoot the constraints</li> <li>• Understanding of customer specifications and providing the test results to QA for dispatch.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Samples</li> </ul>
IMS Documentation Revision and issue of documents & its periodical reviews	<ul style="list-style-type: none"> <li>• Compliance to IMS standards by keeping records updated.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to IMS</li> </ul>
Should have very good administrative capability	<ul style="list-style-type: none"> <li>• Improve soft skills of group members.</li> <li>• Counseling and coaching of group members as and when required.</li> <li>• Training group members for implementation of SOP's and working with SAP module.</li> <li>• Resolving conflicts</li> <li>• Knowledge sharing meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Smooth functioning of dept</li> </ul>
<b>SAFETY &amp; HOUSEKEEPING</b>	<ul style="list-style-type: none"> <li>• Ensuring that the laboratory and group members are well aware about laboratory safety and equipped with the safety &amp; housekeeping equipments.</li> <li>• Ensuring that the GLP/ GMP/ IMS are fully observed by the group members while doing their project work.</li> <li>• Periodical safety &amp; house-keeping rounds</li> <li>• Doing HAZOP studies of the processes developed in the laboratory.</li> <li>• Risk assessment of all activities in the lab</li> </ul>	<ul style="list-style-type: none"> <li>• Accident / Incident record</li> <li>• EHS/HIRA Matrix</li> </ul>