

# Quality Assurance Person

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## Title

Quality Assurance Person

## Reports To

Operations Manager

## Summary

The Quality Assurance Person (QAP) is responsible for, but not limited to, working cooperatively with the President, the Chief Scientific Officer and other department heads, to ensure compliance with all aspects of GMP/GPP regulations as required by Health Canada's *Cannabis Act* and its *Regulations*. The QAP oversees the quality management system (QMS), investigates every complaint received in respect to the quality of cannabis and, if necessary, taking corrective and preventative measures (CAPA), approve batch release for sale and manage mock recall(s) and all voluntary recalls. They will also approve the preventative control plan (PCP) and contribute in continual development of root-cause analysis and risk management program(s) to ensure that any risk found throughout the process flow, that poses a hazard to the quality and/or security of any authorized class of cannabis in regards to public health, safety and security, is analyzed and CAPA followed accordingly.

This position requires Health Canada security clearance.

## Core Competencies

- Excellent interpersonal, communication verbal and written skills
- Integrity, respect and commitment for compliance
- Able to mobilize, convince and act as a leader
- Attention to details
- Adaptability
- Project management
- Accountability
- Critical thinking and problem-solving skills

## Job Duties

- Ensure compliance with *Cannabis Act* and *Regulations* as required by Health Canada
- Manage the QMS: edit, review and approve standard operating procedures (SOPs); coordinate training and implementation of SOPs
- Edit, review and approve the PCP
- Coordinate facility and regulatory training in collaboration with other departments;
- Manage the internal/external audit program
- Plan the validation of critical processes and evaluate the validation process

- Plan the qualification of critical equipment/instruments (IQ, OQ, PQ)
- Prepare a sampling plan and confirm its application
- Plan, implement and verify QA/QC activities at the site
- Determine and write cannabis product specifications for approval and release of cannabis products for sale
- Approve and release for sale cannabis products
- Lead the annual mock recall and related efficiency analysis
- Review results of investigations, returns, complaints, adverse events and other quality issues and institute CAPA, if necessary
- Decide and inform the direction of voluntary recall of cannabis products
- Attend audits with Health Canada, external agencies and contracts to respond for quality assurance and regulatory compliance activities
- Contribute to supply and material approval before use
- Follow cannabis industry trends and compliance reports
- Act as a reference and support for all employees regarding compliance
- Contribute to all other projects related to product quality assigned by the senior management

## Requirements

- Excellent interpersonal, communication verbal and written skills
- Hold a bachelor's degree in science (in chemistry, biology or food sciences preferred) obtained from a Canadian university or recognized by a Canadian organization
- Good knowledge of the provisions of the Cannabis Act and of the Food and Drug Act.
- Advanced knowledge of GPP/GMP regulations, HACCP and of risk-management principles.
- High level of computer literacy (MS office suite; Acrobat; data management, QMS or LIMS software)
- Team player, able to lead projects in a fast-pace environment
- Able to obtain security clearance from Health Canada

## Qualifications

- Bachelor's degree in science (in chemistry, biology or food sciences preferred) obtained from a Canadian university or recognized by a Canadian university or a Canadian professional association
- A minimum of 3 – 5 years QA/QC experience in a pharmaceutical/nutraceutical/food industry
- Experience in implementing or maintaining a quality assurance system
- Knowledge of cannabis, production of cannabis, processing of cannabis and/or contaminants negatively affect the quality of cannabis is/are an asset

## Work Conditions

- Light strength demands; 5-10 kg (11-22 lb)
- Sitting, standing, walking
- Safety equipment will be provided as needed
- Occasional overtime (as required)
- Hazards associated with the profession (e.g., use of chemical substances, odours, equipment, etc.)