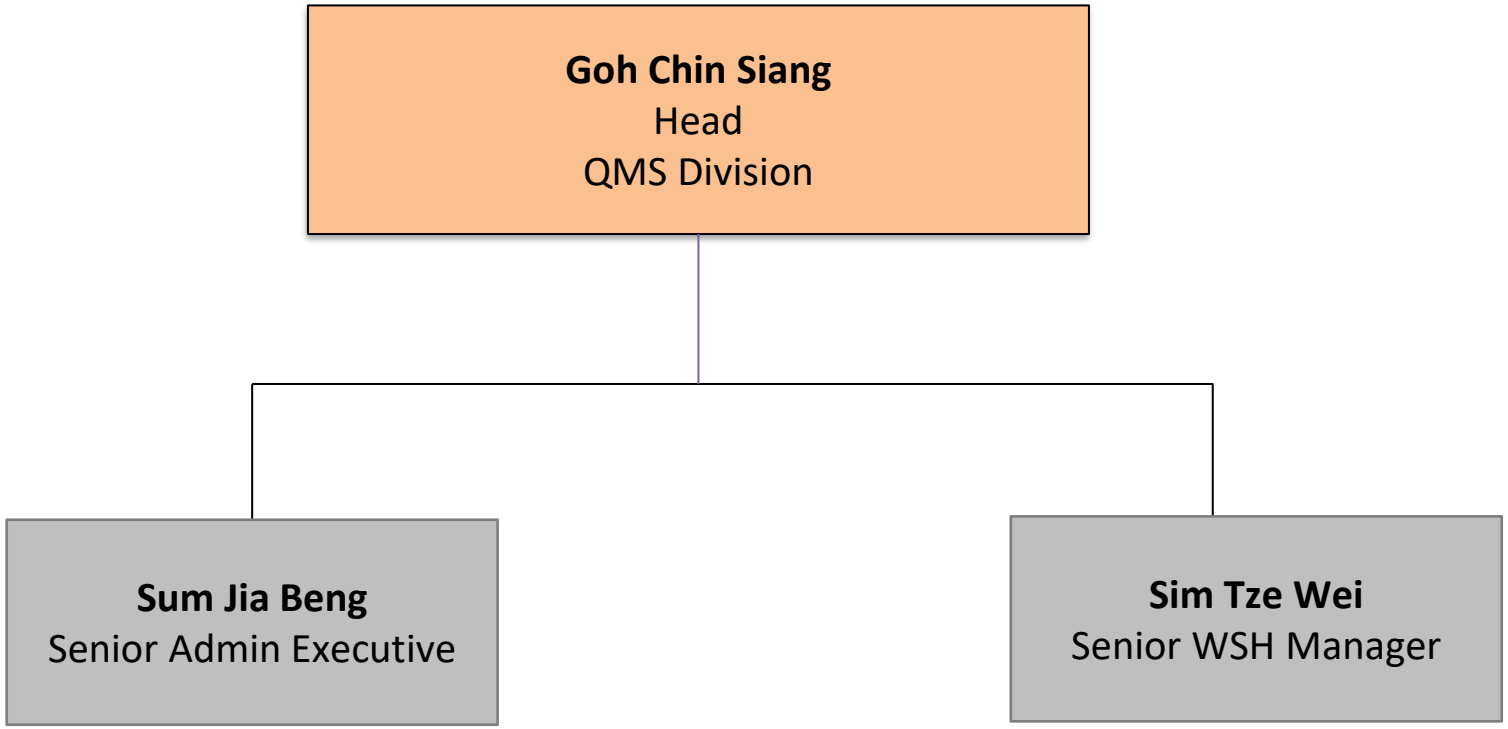
QMS Division



QMS Division Chart



QMS Job Role Description

- Managing the preparation of the surveillance/re-certification audits of ISO 9k, 14k, 45k 22k and 41K. This includes procurement, review and update of ISO related documents, coordination of ISO related activities, prepare and present the management review, coordination of audit programme and pre and post audits follow-up
- Record, monitor and renew the relevant company certifications. This includes consolidation and preparation of supporting documents required for renewal
- Consolidate, evaluate, monitor the company Ideas and WIT Projects and consolidation of awards
- Point of contact for SGSecure
- Any other duties assigned

WSHO Job Role Description

- Conduct WSH inspections and internal audits to monitor compliance to WSH requirements
- Conduct WSH communication, promotion and training as required to strengthen WSH culture and practices
- Conduct internal WSH training and education as required
- Monitor WSH performance, analyse WSH incidents/ injury trends to better prioritise the key areas of concern for more targeted interventions and conduct incident investigations
- Review and update relevant WSH documentations and provide WSH support to meetings as required
- Provide support for external ISO audits as required
- Any other duties assigned

End



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