Print room operative job description

Job summary

- Reporting to the Print room supervisor, prepare printed pack componentry compliant with the license.

Key responsibilities

- Receive Component Request Sheets and sort sheets into order for printing, paying attention to the fold of the Information leaflet.
- Check to ensure that the required approved labels are available on the system.
- Checking that all data on the label, ECMA number, pack size, product strength etc. is correct against the request sheet.
- Ensure that the correct size label is used, that all variable data is entered correctly before printing.
- Set up print machines correctly for each print run.
- Ensure that there are no problems and that the print quality is maintained during print run.
- Enter the information on the labels printed onto the print log ensuring that this information cross-references with the component request sheet.
- Perform all relevant checks to ensure all componentry complies with the component request sheet.
- Cleaning and basic maintenance of all print machinery.
- Perform and document all production activities as detailed in relevant SOPs for Print Room
- Maintain suitable standards of hygiene and safety in Print Room area.
- Support site QMS.

Key experience, knowledge, skills & qualifications

Qualifications and training

Essential

- O level or GCSE equivalent

Desirable

- O level or GCSE equivalent in science subjects

Experience

Essential

- Operational experience in a highly regulated industry

Desirable

- Nupharm operational experience
- Print and componentry experience
- Print and componentry experience in the Pharmaceutical repackaging industry

Knowledge / skills

Essential

- Basic computer skills
- Attention to detail
- Self-motivated and able to work with minimum supervision
- Team player
- Good communicator

Desirable

- Intermediate computer skills
- Printing systems knowledge

Version control

Version	Date	Comment
V2	July 2021	2021 review & format change
V1	June 2020	2020 version

Nupharm review and approval

Quality Controller _____ Hanson 6ᵗ August 2021

General Manager _____ 30/7/2/

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