EARTHCARE FOUNDATION

SKILL MATRIX – QUALITY SUPERVISOR

Document No.: KIL/QC/SM-___ Rev.: 00 **Effective Date: _____**

Name of Employee:	SANJAY SODHA	**Employee Code:**		**Issue Date:**	
Department:	QUALITY	**Designation:**	QUALITY INSPECTOR	**Date of Joining:**	16.05.2026
Unit / Plant:	KESHAV	**Shift:**	A & B	**Qualification:**	12TH
Reporting To:	NIRMAL AWASTHI	**Working Since:**	May-26	**Assessment Date:**	

SKILL ASSESSMENT – DESIRED LEVEL vs. ACTUAL LEVEL

Sl. No.	Operational / Quality Skill	Desired Skill (0–4)	Actual Skill (0–4)	Skill Gap	Training Required / Action	Mode of Training	Training Date	Re-assessment Date	Remarks / Evidence
A. INCOMING QUALITY CONTROL (IQC)									
1	Understand approved raw material specifications, TDS, COA and purchase specifications	3							
2	Verify supplier, material name/grade, batch/lot number, packing condition and identification	3							
3	Perform sampling as per approved sampling plan and maintain sample traceability	3							
4	Inspect PVC resin, CaCO3, TiO2, stabilizer, CPE/impact modifier, lubricant, pigment and additives	3							
5	Check key properties as applicable: appearance, colour, moisture, particle size, density and bulk condition	3							
6	Use and verify weighing balance, moisture analyser, and other incoming inspection instruments	3							
7	Review COA/test reports and compare results against approved specifications	3							
8	Identify, segregate, label and report rejected / hold / under-deviation material	3							
9	Prepare incoming inspection report and communicate acceptance/rejection to Store, Purchase and Production	3							
B. ONLINE / IN-PROCESS QUALITY CONTROL (IPQC)									
11	Verify approved recipe, material issue, batch identification and line clearance before production	3							
12	Monitor compounding parameters: batch weight, mixing temperature, mixing time and material feeding	3							
13	Check extrusion process parameters: zone temperature, screw speed, output, vacuum and cooling conditions	3							
14	Inspect product dimensions: width, thickness, length, wall/rib profile and weight as applicable	3							
15	Check density / specific gravity and other product-specific in-process requirements	3							
16	Inspect surface and appearance: colour, texture, scratches, lines, bubbles, voids and burn marks	3							
17	Check profile / sheet defects: bend, bow, warpage, corner radius, rib formation, holes and dimensional stability	3							
18	Monitor printing, adhesive/texture coating, ink/adhesive viscosity and UV curing conditions	3							

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19	Verify online marking, product code, size, batch identification and traceability	3							
20	Conduct first-piece / start-up approval and record results at defined frequency	3							
21	Identify process deviations, stop/hold affected material where required and inform Production	3							
22	Segregate nonconforming product and maintain rejection, rework and deviation records	3							
23	Use QC instruments correctly: vernier, micrometer, weighing scale, spectrophotometer and gauges	3							
C. PRE-DISPATCH / FINAL QUALITY CONTROL (FQC)									
25	Verify finished goods against approved specification and customer requirements	3							
26	Inspect dimensions, thickness, length, weight, profile and quantity of finished bundles	3							
27	Check colour, shade, texture and visual appearance against approved standard	3							
28	Inspect for cracks, scratches, dents, bend, warpage, surface lines, holes and packing damage	3							
29	Verify bundle quantity, packing method, protection film, strapping and corner protection	3							
30	Verify product label: product name/code, size, batch/lot, quantity, date and identification	3							
31	Check FIFO / batch traceability and ensure dispatch documents match physical material	3							
32	Confirm inspection status and release only approved material for dispatch	3							
33	Record final inspection results, defects, rejection and customer-specific checks	3							

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D. QUALITY SYSTEM, REPORTING & TEAM MANAGEMENT									
35	Understand applicable SOPs, work instructions, control plan, inspection standards and formats	3							
36	Maintain IQC, IPQC, FQC and shift handover records	3							
37	Prepare daily quality report, rejection trend, defect-wise data and target vs. actual summary	3							
38	Raise NCR / deviation / CAPA and support 5-Why, fishbone and 8D problem solving	3							
39	Verify corrective action effectiveness and follow up pending actions with responsible departments	3							
40	Handle customer complaints, retain samples and support complaint investigation	3							
41	Conduct operator awareness / on-the-job training and verify skill effectiveness	3							
42	Manage inspector allocation, shift coverage, discipline and timely inspection activities	3							
43	Escalate critical defects and communicate clearly with Production, Store, Maintenance and Dispatch	3							
44	Maintain calibration status, instrument identification and report any out-of-calibration equipment	3							
45	Follow safety, PPE, housekeeping, 5S and laboratory practices	3							

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SKILL LEVEL RATING

0 – Does not know / no awareness

1 – Knows the requirement / can explain basic points

2 – Can perform with guidance or supervision

3 – Can perform independently and correctly

4 – Can train / guide others and handle abnormalities

APPROVAL & REVIEW

Employee Name & Signature	HOD / Quality Head Signature	HR Signature	Next Review Due Date
Signature: _____ Date: _____	Signature: _____ Date: _____	Signature: _____ Date: _____	Signature: _____ Date: _____

Note: Desired skill level is normally 3 (independent performance). Set level 4 only where the role requires the supervisor to train others. Record training and re-assessment for every identified skill gap.

GUIDANCE FOR QUALITY SUPERVISOR SKILL ASSESSMENT	
Purpose	To assess the competency of Quality Supervisors for Incoming Quality Control (IQC), Online / In-Process Quality Control (IPQC), Pre-dispatch / Final Quality Control (FQC), and Quality System activities.
How to assess	Assess through direct observation, practical demonstration, questioning, review of inspection records and handling of actual quality issues. Enter the employee's current demonstrated level in Actual Skill.
Desired level	Default desired level is 3 (independent performance). Use level 4 only for skills where the supervisor is expected to train or guide others.
Skill gap	Skill Gap = Desired Skill – Actual Skill. A positive value indicates training or development is required. Zero means the desired competency is achieved.
Training modes	Lecture; OJT / OPL; Self-development; Demonstration; External Training. Mention the specific topic/action and dates in the matrix.
Re-assessment	After training, reassess the employee through practical demonstration or record verification and update Actual Skill. Keep evidence such as test result, observation, training attendance or approved record.
Scope note	This is a generic template. Add product-specific acceptance limits, sampling frequencies, test methods and inspection criteria from the latest approved specifications, control plans and SOPs.