MAURITIUS STANDARDS BUREAU
MOKA

List of duties for Quality Officer for the Chemical Unit

1. To ensure that laboratory equipment is serviceable and accurate.
2. To register requests for testing in the Test Record Book and in the Management Information System.
3. To conduct tests on samples received at the Bureau, or on sites of work, if applicable, in accordance with approved standards, prepare and issue reports.
4. To be responsible for the operational maintenance of equipment in the laboratory.
5. To compile information related to test methods and other technical matters.
6. To ensure that procedures laid down in the Laboratory Area Quality Manual are complied with and to recommend any review.
7. To maintain the testing area in excellent condition to facilitate traceability.
8. To attend the Standards Sub-Committee, whenever required.
9. To make recommendations for new test methods and standards as required or as requested by clients.
10. To conduct internal audit for the different laboratories under the Laboratory Quality Management System Certification at MSB.
11. To assist Managers in the discharge of their duties.
12. To use ICT in the performance of his/her duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Quality Officers in the roles ascribed to them according to their postings.

2026-10-04