

Product Manager

Effective Date:

January 1, 2016

Reports to:

Marketing Manager

Major Responsibilities:

- a) ...
- b) ...
- c) Ensure that all product complies with product safety requirements in accordance with company policy
- d) ...
- e) ...

Specific Responsibilities

- 1 ...
 - 1.1 ...
 - 1.2 ...
- 2 Product Safety and Compliance
 - 2.1 Create and maintain compliance folders for all products
 - 2.2 Create and maintain compliance checklists for all products
 - Review supporting documentation for completeness and accuracy
 - 2.3 Verify that product supplied is in accordance with specifications
 - 2.4 Liaise with the Compliance Officer to resolve questions or issues
- 3 ...
 - 3.1 ...
 - 3.2 ...

Date: August 2016

Approval: M. Manager

Supersedes: May 2013