

**RESPONSIBILITY AND AUTHORITY**

**1.0 GENERAL**

- 1.1 The inter-relationship of responsibilities, between personnel, within the Company is specified by means of organograms (see over leaf) and detailed job descriptions for each function. Each job description will address the specific responsibilities of the position, the interface with other positions, and deputizing arrangements.
- 1.2 Job descriptions shall also include the necessary level of authority for personnel to perform their tasks.
- 1.3 Job descriptions for Management with Executive responsibility (Top Management) and all other managers shall be authorised by the Managing Director or nominated deputy.
- 1.4 Job Descriptions for all other personnel shall be authorized by the Head of Department or nominated deputy
- 1.6 Where Function, Authority, Responsibility or Activities within the Company are subject to a change, the Head(s) of Department(s) affected by the change will raise a document change record (DR001) for any job description(s) requiring amendment, for circulation and authorisation.

**2. DEFINITION OF MANAGEMENT WITH EXECUTIVE RESPONSIBILITY (TOP MANAGEMENT)**

- 2.1 Management with Executive responsibility and Top Management are one and the same. They are defined as those senior personnel who:
  - (a) Are ultimately responsible for directing and controlling the organisation.
  - (b) Have the authority to establish and make changes to the quality policy and quality system.

**3.0 RESPONSIBILITIES OF MANAGEMENT WITH EXECUTIVE RESPONSIBILITY (TOP MANAGEMENT)**

- 3.1 Management with executive responsibility (Top Management) are responsible for providing evidence of their commitment to the development and implementation of the quality management system and maintaining its effectiveness by:
  - (a) Communicating to the organisation the importance of meeting customer as well as statutory and regulatory requirements.
  - (b) Establishing the quality policy.

<b>FILE REFERENCE:</b> <b>QM 004</b>	<b>REV No:</b> <b>0119</b>	<b>ISSUE DATE:</b> <b>29/11/13</b>	<b>PAGE No:</b> <b>1 of 3</b>
<b>AUTHORISED BY:</b> <b>General Manager</b>	<b>TITLE: RESPONSIBILITY AND AUTHORITY</b>		<b>DR001 No.</b> <b>10202</b>
<b>PREPARED BY:</b> <b>L Kane</b>	<b>Reviewed by:</b> <b>Change Review Board &amp; General Manager</b>		

- (c) Ensuring the quality objectives are established.
- (d) Appointing the Management representative.
- (e) Review the organization’s quality management system, by conducting management reviews at planned intervals to ensure its continuing suitability, adequacy and effectiveness.
- (f) Ensuring the availability of resources.
- (g) To ensure that the Organisational Structure is accurate.

**4.0 MANAGEMENT WITH EXECUTIVE RESPONSIBILITY (TOP MANAGEMENT)**

The following personnel are defined as Management with Executive Responsibility (Top Management):

- GENERAL MANAGER / SITE DIRECTOR**
- QUALITY SYSTEMS MANAGER**
- DIRECTOR OF QUALITY ASSURANCE AND REGULATORY AFFAIRS**
- DIRECTOR OF FINANCE**

**5.0 DOCUMENTS RELATING**

- 5.1 XS/ALL Job Descriptions
- 5.2 QM 004 Appendices Departmental Organisational structures
- 5.3 QM011 Document & Data Control

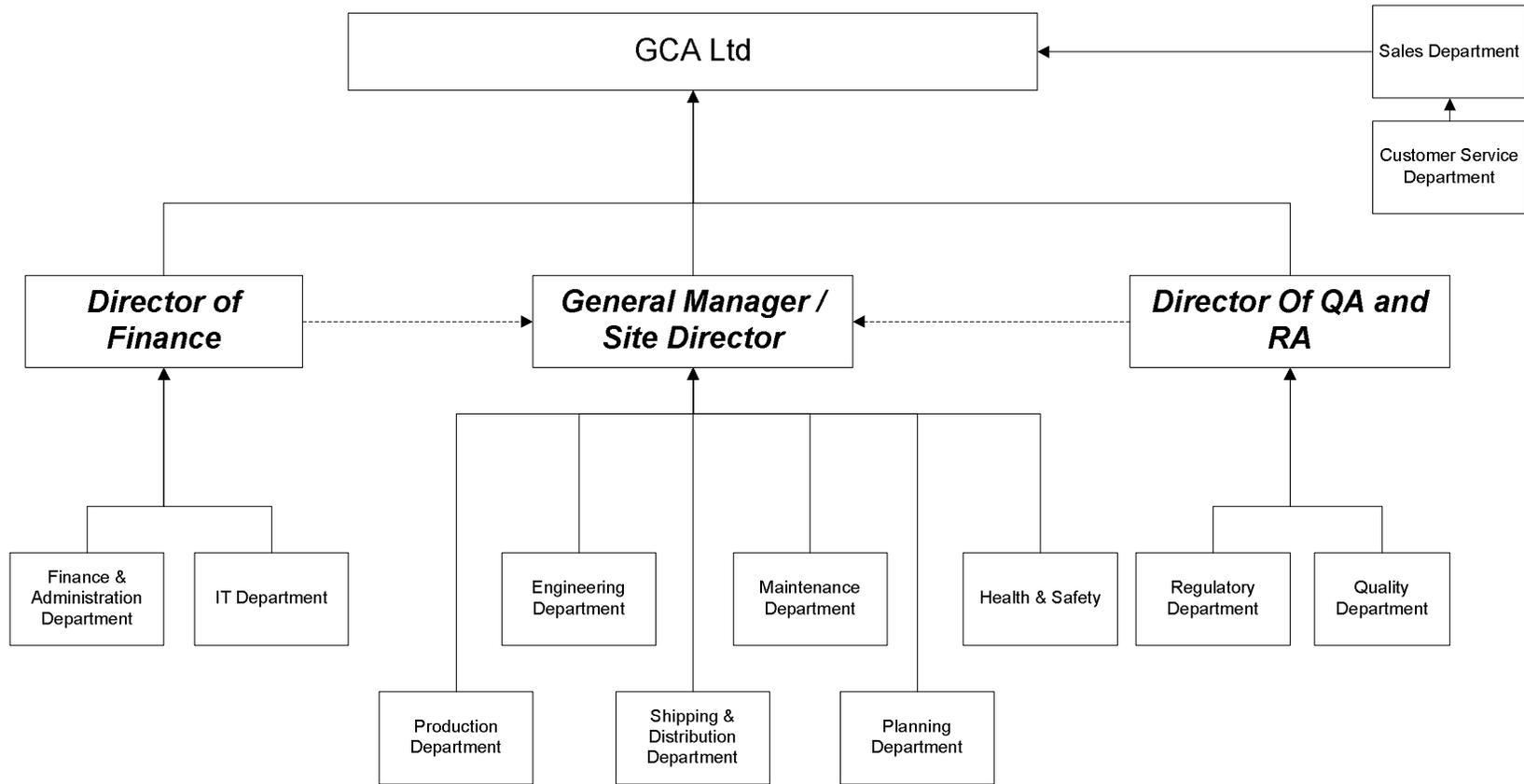
**6.0 ORGANISATIONAL CHARTS.**

- 6.1 Corporate Organisational Chart

FILE REFERENCE: <b>QM 004</b>	REV No: <b>0119</b>	ISSUE DATE: <b>29/11/13</b>	PAGE No: <b>2 of 3</b>
AUTHORISED BY: <b>General Manager</b>	TITLE: <b>RESPONSIBILITY AND AUTHORITY</b>		DR001 No. <b>10202</b>
PREPARED BY: <b>L Kane</b>	Reviewed by: <b>Change Review Board &amp; General Manager</b>		

Ref: <b>QM 004</b>	Rev: <b>0119</b>	Title: <b>RESPONSIBILITY AND AUTHORITY</b>	Issue Date: <b>29/11/13</b>	DR001 No: <b>10202</b>	Page: <b>3 of 3</b>
-----------------------	---------------------	---	--------------------------------	---------------------------	------------------------

**6.1 Corporate Organisation**



\_\_\_\_\_ **Line Responsibility**      - - - - - **Line of Communication**