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Date: 10/2/2008	Released: 10/2/2008 Revision: B
Approved By: Mark Blumenfeld	

Responsibility, Authority and Communication

Purpose

This procedure defines the responsibility, authority and interrelationships of personnel.

Scope

This procedure applies to all Insulation Supply Company personnel affecting quality.

Definitions

Quality System Organizational structure, responsibilities, procedures, processes and resources needed to implement the quality system.

Responsibilities

COO Chief Operations Officer

EXEC MGMT Executive Management

MGMT REP Management Representative

Procedures

1- COO Define Organizational Responsibilities

Defines the authority and responsibilities of all employees and oversees the development of organizational charts and other documents showing these relationships.

2- COO Document Organization Chart and Job Description

Maintains, or directs maintenance of, systems and procedures to document organization chart and describes individual authority and responsibility.

3- EXEC MGMT Provide Necessary Resources

Identifies and meets the requirements for personnel, training and resources for scheduling, performing and verifying work. Delegates the quality function responsibility for communicating daily and weekly with management on process problems.

4- MGMT REP Ensure Implementation of Quality System

Ensures that the quality system requirements are effectively implemented and maintained and develops regular reports on the performance of the quality system for management review.

Related Procedures

Quality Policy QSP-5.3.101

Reference Documents

Insulation Supply Company Organization Chart, located on <http://insco.local/quality-web>.

Revision Notes

- Changed file number from QSP-4.01.106 to QSP-5.5.101
- Changed document title from “Organization” to “Responsibility, Authority and Communication” so as to better align with AS9100.
- Changed format from Powerway to Word and posted as .PDF.
- Added the words “or directs the maintenance of...” in procedure 2.