

## 4.2 Responsibilities and Authorities

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### Purpose

The purpose of this procedure is to give all employees a clear understanding of their responsibilities and authorities.

### Responsibility

- Top management is responsible for assigning responsibilities for the ISO 9001 quality management system, for processes and for the promotion of customer focus.
- Managers are responsible for organizational charts.
- Supervisors are responsible for job descriptions.
- The HR Manager is responsible for retaining job descriptions.

### References

- ISO 9001:2015, chapter 5.3
- Job Description Form
- Role Description Form

## Procedure

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### Job Descriptions

Responsibilities and authorities for each position at [The Company Long Name] are defined through job descriptions (and, in some cases, role descriptions to describe additional responsibilities).

- 1) Supervisors fill out a job description for each employee.
  - Job descriptions for new employees should be filled out prior to hiring.
  - Whenever there are material changes to responsibilities and authorities, supervisors revise the job description accordingly.
- 2) Supervisor and employee sign the job description.
- 3) Supervisors provide a copy of the signed job description to the employee

- 4) Supervisors send the original signed job description to the HR Department.
- 5) The HR Manager retains job descriptions in the personnel file.

>> **Tip:** Use the **Job Description Form** or the **Role Description Form**.

### Organizational Charts

Organizational charts are used to define the reporting relationships of all positions at [The Company Long Name].

- 1) Managers of functional areas maintain an organizational chart that defines all reporting relationships within their area of responsibility.

**end of sample**