

5.3 Organizational Roles, Responsibilities and Authorities

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

Procedure

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**.

Special Responsibilities and Authorities

Top management assigns the following responsibilities and authorities:

- **Responsibility and Authority for ISO 9001**

Top management assigns the following responsibilities and authorities related to our ISO 9001 quality management system:

- Ensuring that our quality management system conforms to all ISO 9001 requirements;
- Ensuring that the integrity of the quality management system is

end of sample