

# RESPONSIBILITIES AND AUTHORITIES

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Abstract:

This document describes responsibilities and authorities of Company personnel.



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## 1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

## 2.0 THEORY

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

## 3.0 RESPONSIBILITIES & AUTHORITIES

### 3.1 Operations Manager

The Operations Manager is responsible for [REDACTED]

### 3.2 Quality Manager

The Quality Manager is responsible for [REDACTED]

These duties include daily [REDACTED]

The Quality Manager oversees all inspection and test activities and has [REDACTED]

The Quality Manager also [REDACTED]

### 3.3 Facilities Manager

The Facilities Manager is responsible for [REDACTED]

### 3.4 Production Manager

The Production Manager is responsible for [REDACTED]

### 3.5 Business Manager

The Business Manager is responsible for [REDACTED]

### 3.6 Product Managers

The Company utilizes Product Managers for the different technologies it has developed. The Product Managers are responsible [REDACTED]

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3.7 Administrative Assistant

The Administrative Assistant is responsible for [REDACTED]

3.8 Accounting Manager

The Accounting Manager is responsible for [REDACTED]

3.9 Environmental Health & Safety Manager

The EHS Manager is responsible for [REDACTED]

3.10 Quality Group Staff & Inspectors (including Receiving)

The Quality Group includes all inspection personnel and is responsible for [REDACTED]

3.11 Production Operators

Production operators include all production personnel and manufacturing equipment operators. Operators are responsible for [REDACTED]

3.12 Internal Auditors

Internal Auditors are responsible for [REDACTED]

3.13 Shipping Personnel

Shipping personnel are responsible for [REDACTED]

3.14 Human Resources Staff

Human Resource staff is responsible for [REDACTED]

3.15 Purchasing Staff

Purchasing staff is responsible for [REDACTED]