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RESPONSIBILITIES AND AUTHORITIES

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Abstract:

This document describes responsibilities and authorities of Company personnel.

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Your Logo	Your Company Name	Responsibilities and Authorities
CAGE: xxxxx		Rev: Orig

TABLE OF CONTENTS

1.0 PURPOSE..... 4

2.0 THEORY 4

3.0 RESPONSIBILITIES & AUTHORITIES..... 4

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Your Logo	Your Company Name	Responsibilities and Authorities
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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]

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

[Redacted]

Your Logo	Your Company Name	Responsibilities and Authorities
CAGE: xxxxx		Rev: Orig

Product Managers are responsible for [REDACTED], which includes consideration for:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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 [REDACTED]

3.12 Internal Auditors

Internal Auditors are responsible for [REDACTED]

3.13 Shipping Personnel

Shipping personnel are responsible for [REDACTED]

Your Logo	Your Company Name	Responsibilities and Authorities
CAGE: xxxxx		Rev: Orig

3.14 Human Resources Staff

Human Resource staff is responsible for [REDACTED]

3.15 Purchasing Staff

Purchasing staff is responsible for [REDACTED]

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