

## Resource and Responsibility

CD – Quality – R - 001

Approved by: 

Date: 02/12/13

Control Direction's Resource and Responsibility list describes the participation by various roles in completing tasks or deliverables for our business services and activities. It should be noted that Control Direction is a small business and runs activities with typically less than 10 participants. With this in mind all managers and supervisors have a responsibility for correct and safe outcomes. This document clarifies the management structure including specific role responsibility.

### 1. Responsible:

Those who conduct the work and are accountable for:

- i. The correct and safe outcome.

### 2. Managing Director

Responsibility with respect to QMS:

- i. Organisation wide QMS responsibility.
- ii. Policy and procedure sign off.
- iii. Review, enhance and compliance.
- iv. Investigation.
- v. Supervision when required.
- vi. To be informed and knowledgeable of business activities.

### 3. Engineering Manager / Principal Engineer

Responsibility with respect to QMS:

- i. Organisation wide QMS responsibility.
- ii. Policy and procedure sign off if required.
- iii. Review, enhance and compliance.
- iv. Investigation.
- v. Site supervision when required.
- vi. To be informed and knowledgeable of business activities.
- vii. Review of engineering designs and ensure quality objectives can be met.
- viii. Participate in implementation when required
- ix. Provide training as required.

### 4. Operations Manager

Responsibility with respect to QMS:

- i. Supervision of assembly and service teams.
- ii. Policy and procedure review.
- iii. Review, enhance and compliance.
- iv. Investigation of quality problems.
- v. To be informed and knowledgeable of business activities.
- vi. Review of engineering designs for quality and constructability.
- vii. Participate in implementation when required.
- viii. Confirming qualifications and Identifying competency and training needs.

### 5. General Manager Sales

Responsibility with respect to QMS:

- i. To be informed of quality events.
- ii. Policy and procedure review.
- iii. Review, enhance and compliance.
- iv. Investigation if required.
- v. To be informed and knowledgeable of business activities.