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Document	QMS-05 Responsibilities and		
Identifier,	Authorities Procedure		
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Document Link:	Location on Server (if used)		

Abstraction Country Co ument describes responsibilities and authorities of Company personnel.

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1.0 **PURPOSE**

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

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 3.2 **Quality Manager** The Quality Manager is responsible for The Quality Manager: Facilities Manage 3.3 The Facilities Marager is responsible for Manufacturing Manager 3.4 The Manufacturing Manager is responsible for **Business Manager** The Business Manager is responsible for

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3.6 Product Managers	
The Company utilizes Product Managers for	
Product managers are responsible for:	
•	
3.7 Administrative Assistant	
The Administrative Assistant is responsible for	
3.8 Accounting Manager The Accounting Manager	
3.8 Accounting Manager	
The Accounting Manager is responsible for	
3.9 Environmental Health & Safety Manager	
The EHS Manager is responsible for	
The Elite Manager is respectiviste for	
3.10 Quality Group Staff & Inspectors (including Receiving)	
The Quality Group includes	
The Quality Group includes	
3.11 Production 6 erators	
Production operators include	
3.4.2 Internal Auditors	
Internal Auditors are responsible for	
internal Additions are responsible for	

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Shipping Personnel 3.13

Shipping personnel are responsible for

3.14 **Human Resources Staff**

Human Resource staff is responsible for

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