

5.5.1 RESPONSIBILITY & AUTHORITY:

PARTNER ensures that Responsibility and Authorities are defined and communicated within the Company.

i) Responsibilities and authorities have been identified considering following.

1. Inter relation of personnel who manage, perform and verify activities that affect quality.
2. Requirement of understanding customer needs meeting by way of MRM.
3. To convey the decision to next levels of personnel through various plans and make them understand the same and to verify the implementations of decisions.
4. To stop production in case of product or process non-conformities through Designated channels.
5. To maintain necessary quality records for any problems relating to the product process and quality system.

ii) In addition to the above general responsibilities of employees, the specific responsibility of MR is also defined.

iii) The authorities are defined considering executive requirement so as to accomplish the defined responsibilities in order satisfy the quality system requirements. The responsibilities in order to satisfy the quality system requirements. The responsibilities and authority of employee represents the needs of the customer in internal functions in addressing ISO 9001:2008 requirements.

iv) Enclosed 'Organization Structure' shows the administrative hierarchy of officers within organization.

DEVDAIT INDUSTRIES

TITLE: RESPONSIBILITY, AUTHORITY AND COMMUNICATION

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Designation: **PARTNER** (MARKETING / PURCHASE / PRODUCTION / QA / MR)

RESPONSIBILITY:

1. Study of enquiries received from customer.
2. Receive, study the customers PO/AO and release PO / AO.
3. Manufacturing planning as per customer schedule & dispatches.
4. Handling customer complaints.
5. Compile CSI & follow up for improvement.
6. Participate in Management Review Meeting.
7. Review & ensure the approach to customer requirements.
8. Review of CONTINUAL IMPROVEMENT PROGRESS.
9. Review of Internal Auditing Repot.
10. Review of ISO implementation.
11. Plan resources for training.
12. Investigate, suggest & ensure effective implementation of corrective & preventative action related to N.C. of product, process & QMS.
13. PARTNER is responsible for determining & maintaining statutory & regulatory, Govt. health & safety requirement as applicable.
14. Evaluation & selection of supplier.
15. Schedule for P.M. of machines.
16. Procurement m/c & equipment.
17. Control of quality records & documents.
18. Ensure necessary work environment for product manufacturing.

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AUTHORITY:

1. To delegate the responsibility and authority.
2. To resource deployments as over all in-charge of company.
3. To identify the needs for resources & training.
4. To take necessary action for improvement through Continual Improvement.
5. To approve all company level forms-formats/WI/Procedures/OP/PP/ all inspection reports generated at various stages of manufacturing.
6. To change in process.
7. To review enquiry & purchase order from existing new customers.
8. To sign purchase document.
9. To evaluate /select / delete the suppliers / s/c.
10. Hold supply of NC products of supplier / s/c.
11. To take disposal action of NC products like rework or repair.
12. To handle customer complaints.
13. To plan for procurements spares-parts or repairs.
14. To procure required Instruments & equipment.

5.5.2 MANAGEMENT REPRESENTATIVE

Designation: Management Representative (MR)

Reporting To: ---

RESPONSIBILITY:

- 1) Arrange Training for workers.
- 2) Study the enquiries received from customer.
- 3) Handling Customer complaint.
- 4) Compile CSI & follow up for improvement.
- 5) Approach to customer requirement.
- 6) Review IA Report
- 7) Review ISO 9001:2008 implementation.
- 8) Plan resource & training.
- 9) Ensure necessary work environment product manufacturing.
- 10) Conduct MRM.
- 11) Implement QMS.
- 12) Control on document.
- 13) Control of quality records & documents.

MANAGEMENT REPRESENTATIVE:

The PARTNER Mr. Prashant Jawalkar has decided he himself will be the Management Representative (MR) WHO IRRESPECTIVE OF OTHER REPOSNSIBILITIES HAS DEFINED AUTHORITY

FOR:

- a) Ensuring that Quality System is established implemented and maintained in accordance with applicable ISO 9001:2008 standard without design responsibility & service provision.
- b) Reporting on the performance of the Quality System to the management for review & as improvement of the Quality System.
- c) Ensuring the promotion of awareness of customer requirements through out the company

The Management Representative (MR) also has an responsible for liaison with external parties on matters relating to company's Quality System.

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AUTHORITY :

- 1) To take decision on faculty for training.
- 2) To assign the work to workers.
- 3) To identify the needs for resources & training
- 4) To prepare establish and implement company Quality manual.
- 5) To make recommendations for training.
- 6) To conduct & close Internal Audit.
- 7) To make recommendations for improvements in ISO 9001: 2008 Implementations.
- 8) To participate and present Quality Objectives in MRM.
- 9) To plan and execute continual improvement with reference to CIR.
- 10) To delegate responsibilities and authority to concerned person.
- 11) To prepare company level forms/format/WI/OP/PP.
- 12) To prepare & approve QMS Document & Report.

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Designation: QA I/c

Reporting To: PARTNER

RESPONSIBILITY:

- 1) Work allocation to ensure QA activities are performed as per OP
- 2) Take necessary action to avoid N.C.
- 3) Control on N.C. product & investigate cause of N.C.
- 4) Control of quality records & documents
- 5) To plan, repair & calibrate instruments.
- 6) Continuous improvement through Quality Objectives.
- 7) Prepare preventive maintenance chart.
- 8) Ensure daily preventive maintenance activity.

AUTHORITY:

- 1) To prepare control plan.
- 2) To identify need of resources & training.
- 3) To approve all inspection reports generated at various stages of manufacturing.
- 4) To take disposal action of NC products.
- 5) To suggest needs of Instruments.
- 6) To take necessary action on occurrence of NC.
- 7) To plan, repair & calibrate instruments.

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Designation : PRODUCTION I/c

Reporting To : PARTNER

RESPONSIBILITY:

- 1) Manufacturing, planning as per customer schedule & process plan.
- 2) Ensure necessary work environment for product manufacturing.
- 3) Plan for handling, packaging, and preservation of product during manufacturing.
- 4) Manpower development to achieve schedule target.
- 5) Take necessary action to avoid N.C.
- 6) To co – ordinate with other sections & maintain flow of material.
- 7) Plan with Production I/c to fulfill on-time delivery to customer.
- 8) Continuous improvement through Quality Objectives.
- 9) Co ordination with operators.
- 10) Allocating daily work to operators.

AUTHORITY:

- 1) To stop production in case product process NC is reported.
- 2) To identify the needs for resources & training.
- 3) To take necessary action on occurrence of NC.
- 4) To handle customer complaints.
- 5) To take action on break down maintenance.
- 6) To suggest needs of Instruments & equipment.
- 7) To release raw material from designated storage area.
- 8) To do preventive maintenance of mc as per plan

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Designation: **OPERATORS**

Reporting To: PRODUCTION I/c

RESPONSIBILITY:

- 1) Machine cleaning on every working day.
- 2) Production according to Process Plan.
- 3) Reduction in In-Process rejection / at final stage while production.
- 4) To keep material at proper place.

AUTHORITY:-

- 1) Put suggestions regarding improvements.
- 2) Contact to Prod I/c regarding Non-Conformity observes.

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Sr. No.	Clause No	PARTNER	MR	MK	PROD	QA	PUR
1.	4.1	S	P	S	S	S	S
2.	4.2	S	P	S	S	S	S
3.	5.1	P	S	S	S	S	S
4.	5.2	P	S	S	S	S	S
5.	5.3	P	S	S	S	S	S
6.	5.4	P	S	S	S	S	S
7.	5.5	P	S	S	S	S	S
8.	5.6	P	S	S	S	S	S
9.	6.1	P	S	S	S	S	S
10.	6.2	P	S	S	S	S	S
11.	6.3	P	S	S	S	S	S
12.	6.4	S	S	S	P	S	S
13.	7.1	S	P	S	S	S	S
14.	7.2	S	S	P	P	S	S
15.	7.4	S	S	S	S	S	P
16.	7.5	S	S	S	P	P	S
17.	7.6	S	S	S	P	P	S
18.	8.1	P	S	S	S	S	S
19.	8.2	S	P	S	S	S	S
20.	8.3	S	S	S	S	P	S
21.	8.4	S	P	S	S	S	S
22.	8.5	P	P	P	P	P	P

P : Primary Responsibility

S : Secondary Responsibility

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5.5.3 **INTERNAL COMMUNICATION**

PARTNER ensures that appropriate communication process is established within the company by means of Operating Procedure, Work Instructions, & Quality Records. PARTNER also ensures that communication takes place regarding the effectiveness of QMS by means of MRM (QF/07)

Responsibilities & authorities of the personal in the Organization are communicated through MR. QM copy & for down level, they communicates responsibility & authorities by verbally or showing QM copy

Internal Communication can be done by following ways,

- Directly comminuting in work areas with down level.
- Notice boards displayed in work areas.

ORGANIZATION CHART

