

VOP			
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<i>PERSONNEL RESPONSIBILITIES</i>			
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RESPONSIBILITIES

This procedure details the responsibilities of those management personnel who have control of those aspects of the system allowing the company to comply with its aims and objectives. The Managing Director is responsible for ensuring that the personnel shown adhere to their responsibilities.

The Board of directors are responsible for directing and co-ordinating all company policies, including the company's aims, objectives and resources required. They are also responsible for ensuring the policies on Health & Safety are identified and implemented.

The Engineers are responsible for ensuring continuing compliance to the management systems, and for their particular role within those systems. They are also responsible for identifying those needs required for maintaining the systems

The Supervisors are responsible for the control of all personnel under their control and the control of the working environment and resources. They are also responsible for ensuring that their particular area of concern meets the requirements of the company's processes.

All personnel not listed above are responsible for performing the tasks allocated to them, and for complying with the specific procedures for their job functions. They are also responsible for the general upkeep and tidiness of their tools and working areas.