

Levels of Authority Matrix

| ACTIVITY / FUNCTION | RAISED BY | TECH REVIEW | AUTHORISATION |
|--|--|--|--|
| Quality Procedures / Work Instructions | QA / Div' Mgr's / Dir's Supervisors / Div' Mgr's | QA / Div' Dir's Div' Mgr's / Supervisors | Dir's / QA Div' Mgr's / Dir's / QA |
| Contract Review | | Sales Eng' / Div' Mgr's (value) | Div' Dir's (value) |
| Material Requisitions | Anyone | Supervisors / Div' Mgr | Dep't / Div' Mgr's |
| Purchase Orders | via Authorised Requisitions | Requisition Applicant | Dir's / Senior Mgr's |
| Inspection Specifications | Engineers | Supervisors / Div' Mgr's | Div' Mgr's |
| Material Specifications | Engineers | Supervisors / Div' Mgr's | Div' Dir's |
| ON SITE INSPECTIONS | | | |
| 1st Off Approval | | | Operator / Engineer |
| In-Process Approval | | | Operator / Engineer |
| Final Approval | | | Operator / Engineer |
| INSPECTIONS AT VENDORS | | | |
| 1st Off Approval | | | Inspector / Engineer / QA |
| In-Process Approval | | | Inspector / Engineer / QA |
| Final Approval | | | Inspector / Engineer / QA |
| Disposition of Non-conforming Items | | | |
| Drawings | D.O. Personnel | D.O. Personnel / Engineers | Div' Mgr's Div' Mgr's |
| Quality / Management Plans | | | Sales / Contract Engineer |
| Inspection Check-lists | Engineers | Div' Mgr's | Div' Mgr's |
| Stores Receipts / Issues | | | Stores Personnel |
| Goods Inwards Inspection | | | Engineers / Inspector / Stores Personnel |
| External (Third-Party) Requirements | | | |
| Vendor Approval | | | M.D. / Div' Dir's / QA |
| Vendor Withdrawal | | | Contract Engineer / Div' Mgr's |
| | | | Div' Dir's / QA |
| | | | |
| | | | |

The authorisation of "Amended" Quality Procedures shall be as above. If circumstances prevail that a quorum of identified personnel are not available for reviewing and authorising an "Amended" Document then the Q.A. Manager shall assume full responsibility for the authorisation following consultation with other managers for their comment / agreement.