

Levels of Authority Matrix

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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
Quality / Management Plans			Div' Mgr's
Inspection Check-lists	Engineers	Div' Mgr's	Sales / Contract Engineer
Stores Receipts / Issues			Div' Mgr's
Goods Inwards Inspection			Stores Personnel
External (Third-Party) Requirements			Engineers / Inspector / Stores Personnel
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.