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ument describes responsibilities and authorities of Company personnel.

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1.0 **PURPOSE**

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: **Administrative Assistant** 3.7 The Administrative Assistant is responsible for 3.8 **Accounting Manager** The Accounting Manager is responsible for 3.9 Environmental Health & Safety Manager The EHS Manager is responsible for Quality Group Staff & Inspectors (including Receiving) The Quality Group includes Production Operators Production operators include 3.420 Internal Auditors Internal Auditors are responsible for

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3.13 **Shipping Personnel**

Shipping personnel are responsible for

3.14 **Human Resources Staff**

Human Resource staff is responsible for

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