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| Document Title | : Responsibility Matrix | Document No. | : IMS 04 |
| Designation | : IMS Head | Reporting to Superior | : Managing Director |
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Responsibility for following Activities and Roles

1. Human Competence awareness aspect - Training of applicable task force, determination of need for training in specific work areas, interaction with respective HODs and identifying members that should undergo the training. Organizing necessary resources for training and conduct of actual training.
2. Review of a) Production Analysis Report, b) Customer Complaint Report (upon receipt), c) Machine Breakdown Report, d) High occurring online rejection, e) Supplier provided material rejection, or f) any other applicable problems on weekly basis and implement 'Corrective Action' as well as 'Preventive Action' as applicable.
3. Identification and determination of Legal Requirements and implementation of practices for compliance.
4. Ensure Integrated Management System processes are "established, implemented and maintained"
5. Report to "top management" on the IMS performance and where improvements are needed
6. Ensure that everyone in the organization is aware of customer's, Statutory and Regulatory requirements
7. Document & record control
8. Liaison with external agencies in relating to Integrated management system
9. Planning and conducting Internal Audit.
10. Conduct meetings, Review and audit reports as per Integrated manual.
11. Ensure that company third party certifications are obtained and maintained.
12. Ensure all company policies, procedures, and work instructions are documented in a clear, simple and precise manner.
13. Assist in the preparation of tenders/quotations by providing management system related documents.
14. Train all company personnel in the documented company policies.
15. Control and maintain the company audit and risk assessment schedule.
16. Conduct safety, Integrated and environmental system compliance audits.
17. Ensure personnel have received appropriate training and are assessed as competent to perform tasks.
18. Prepare and submit monthly management reports relating to company systems, compliance and incidents
19. Maintain the company library of compliance resources including standards

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Having Corresponding Authority to implement decisions in following areas (w.r.t. accountable Responsibility)

1. Get training budget approved from Managing Director
2. Recommend necessary actions to reduce, eliminate rejections in process
3. Maintain follow up with respective responsible persons for maintaining legal compliance
4. Modify IMS processes in order to meet requirements of respective standards
5. Modify existing IMS documents as per new practices
6. Conclude decision on findings of Internal as well as External Audit findings
7. Assess employees capability and recommend trainings for betterment

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