
President

Date

ISO Representative

Date

Administrative Responsibilities

1. The President has ultimate responsibility for all quality activities, and all the quality policies have been reviewed and sanctioned by that individual.
2. The ISO Representative is responsible for all plant related quality system activities, including managing the changes that affect the Quality Management System, managing all audits, managing all protective and preventive actions, and promoting awareness of customer requirements. It is also the responsibility of the ISO Representative to ensure the integrity of the quality manual and all the controlled documents and activities within the system. With regard to these activities, the ISO Representative reports directly to the President.
3. All formal informational and instructional documents, including policies, work instructions, and procedures have at least one individual assigned responsibility for ensuring compliance. The name(s) and signature(s) of those persons are noted in the header of the document. Generally they are department managers or Team Leaders, and are people with the authority and capability of ensuring compliance. In cases where more than one individual is responsible for a document, the signatures of all responsible parties appear in the header.