



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Department Organogram and Job Description	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure Standard Operating Procedure for preparation of Department Organogram and Job Description.

**2.0 SCOPE:**

This SOP shall be applicable to all responsible Personal at .....

**3.0 RESPONSIBILITY:**

**3.1** Head concerned department/designee shall be responsible for:

**3.1.1** Preparation of Job Description and department Organogram.

**3.1.2** To assign and approve the Job Description of all concerned staff of the department.

**3.2** Head Quality Assurance shall be responsible for:

**3.2.1** Approval of Job Description of Head of Department.

**3.2.2** Approval Department Organogram and Organization chart.

**3.2.3** Assigning and Approval of the Job Description of the concerned staff.

**4.0 ACCOUNTABILITY:**

**4.1** Head QA shall be accountable for ensuring compliance of this Standard Operating Procedure.

**5.0 DEFINITIONS:**

**5.1 JOB DESCRIPTION:** A Job Description or JD is a document that describes the general tasks, or other related duties, and responsibilities of a position. It may specify the functionary to whom the position reports, specifications such as the qualifications or skills needed by the person in the job. Job descriptions are usually narrative, but some may comprise a simple list of competencies; for instance, strategic human resource planning methodologies may be used to develop competency architecture for an organization, from which job descriptions are built as a shortlist of competencies.



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### 6.0 PROCEDURE:

#### 6.1 Preparation of Department Organogram:

**6.1.1** All department shall prepare the department Organogram as per hierarchy keeping department Head on top and then reporting people in descending order as per Annexure-I and shall be forward to Head Quality for Approval.

**6.1.2** In Department Organogram, only name of the section In-charge shall be mentioned and below only Designation of the designation holder shall mentioned.

#### 6.2 Preparation of Organization Chart:

**6.2.1** QA shall prepare Organization chart of the Organization as per Annexure-II and shall be approved by Head Quality.

#### 6.3 Preparation of Job Description (JD):

**6.3.1** All departments shall prepare the Individual Job Description as per Annexure-III.

**6.3.2** Concerned Department Head shall assign the job responsibilities to new joinee which shall be signed by new joinee/designee in absence as an acceptance of JD.

**6.3.3** Job Description of new joinee shall be prepared along with TNI and after completion of training Job Description (JD) shall be made effective by QA and controlled copy of JD shall be issued to concerned department.

**6.3.4** In case of relocation of an employee or assigning work other than mentioned in JD then first JD shall be revised and training shall be given on job related topics/subject, after satisfactory evaluation of an employee JD shall be made effective.

**6.3.5** Job Description (JD) shall be numbered as per below numbering system:

**JD/XX/ZZZZ**

Where,

**JD** – Stands for Job Description

**XX** – Stands for various department codes i.e., QA-for Quality Assurance, QC-for Quality



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Control, PD- for Production, WH-for Warehouse, EN-for Engineering, HR-for Human Resource, IT-for Information Technology.

**ZZZZ** – stands for last four digit of employee code.

**6.3.6** Revision number of JD shall be changed after any modification or change in job responsibility of an Employee.

**6.3.7** Job Description of the Head-Quality shall be prepared by QA and authorized by **CEO** of the Organization.

**6.4** All Job Description, Department Organogram and Organization chart shall be revised whenever required.

**6.5** Issuance, Retrieval and Archival of Organogram, Job Description and Organization chart shall be done as per Procedure for Documentation and Data Control.

**6.6** In-charge concerned department shall ensure that the Job Description is available with the individual training file of the concerned staff.

**6.7** Head Quality shall report to Chief Executive Officer.

### **7.0 ABBREVIATIONS:**

SOP                      Standard Operating Procedure

F                              Format

QC                            Quality Control

HR                            Human Resource

QA                            Quality Assurance

WH                            Warehouse

PD                            Production

EN                            Engineering

JD                            Job description

Pvt.                           Private

Ltd.                           Limited



# PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

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### 8.0 ANNEXURES:

Annexure No.	Title of Annexure	Format No.
Annexure –I	Format for Organogram	
Annexure –II	Format for Organization Chart	
Annexure-III	Job Description	

### 9.0 DISTRIBUTION:

- Master Copy                      Quality Assurance Department
- Controlled Copy No. 01        Quality Assurance Department.
- Controlled Copy No. 02        Quality Control Department.
- Controlled Copy No. 03        Production Department.
- Controlled Copy No. 04        Human Resource Department (HR).
- Controlled Copy No. 05        Engineering Department.
- Controlled Copy No. 06        Warehouse Department (Store).
- Controlled Copy No.07        Information Technology Department

### 10.0 REFERENCES:

In-House & 21CFR part 210 & 211 and cGMP Guidelines

### 11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		



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### Annexure-I

	QUALITY ASSURANCE
	ORGANOGRAM

Prepared By  
Sign/Date

Approved By  
Sign/Date



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### Annexure-II

### Format of Organization Chart

Prepared By  
Sign/Date

Approved By  
Sign/Date



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### Annexure-III

### Job Description

<b>Name of Employee:</b>	<b>JD No.:</b>
<b>Department:</b>	<b>Employee Code:</b>
<b>Designation:</b>	<b>Date of Joining:</b>
<b>Qualification:</b>	<b>Experience:</b>
<b>Revision Number:</b>	<b>Supersedes No.:</b>
<b>Effective Date of JD:</b>	<b>Reporting To:</b>

Your job responsibilities are listed below for your understanding and acceptance. In case of any system up-gradation in future, you will be simultaneously re-trained to understand the new implementation.

S.No.	Responsible for

In case of your absence; hand over your responsibility to \_\_\_\_\_ with intimation to the assignee.

Acknowledged by : \_\_\_\_\_

<b>Job Responsibility</b> <b>Assigned by:</b> _____ (Name, Sign and Date) <b>Designation:</b> _____	<b>Job Responsibility</b> <b>Accepted by:</b> _____ (Name, Sign and Date) <b>Designation:</b> _____
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