



STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Job Responsibility of personnel in factory	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for assigning Job responsibilities to of personnel in all department.

2.0 SCOPE:

This SOP is applicable for all personnel at all levels at

3.0 RESPONSIBILITY:

All department heads
HRD Personnel for joining to all new recruits.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Preparation procedure:

5.1.1 Job responsibility shall be given to all personnel in the production, Quality Assurances, Quality Control, Engineering, Stores and Personnel departments by the respective HOD.

5.1.2 The job responsibility shall be given of each employee based on their qualification, previous experience and documented as per Annexure–I shall be prepared.

6.0 ABBREVIATION(S):

Dept. : Department
QA : Quality Assurance
QC : Quality Control
SOP : Standard Operating Procedure

7.0 REFERENCE(S):

NA

