
	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/26	Rev.: 1.2 Page #: 1 of 2
	Responsibilities of Reporting Authority		

REVISION HISTORY			
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REFERENCE DOCUMENTS	
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	Responsibilities of Reporting Authority		

1. RESPONSIBILITIES : REPORTING AUTHORITY (RA)

- 1) The respective reporting authorities (RA) are the administrative officers. This means that they would be responsible for sanctioning and approvals of all kinds.
- 2) If your RA is on leave or on tour, the immediate Upline authority (UA) would be responsible for all sanctions
- 3) Apart from the sanctions, the RA's are responsible for the time utilized by people in his group in the office. He is required to be knowledgeable on the projects being handled by people in his group.
- 4) Please note that, the RA and the Project Leads (PL) may be different. Therefore if a person is involved in 2 different projects, he is answerable to 2 PL and his own RA.
- 5) It would be the lookout of the PL to assign jobs to the team member using Project/ Task Management and monitor the jobs.
- 6) However, the RA needs to be aware about the projects his group members are working in and their respective PLs.
- 7) Before sanctioning or granting a leave, the application should be forwarded by the RA to the entire PL for availability of the applicant. In case of emergency leaves, the PLs are required to be notified.
- 8) The RA would be responsible about his group and their cumulative as well as individual performance
