

Version 5 Policy No. FIP101

Reviewed by CEO Consolidated Delegation of Authority Matrix Date of Issue October 2021

Approved by Board Date for Review October 2023

#### 1. Purpose

This matrix is reflects delegations provided to positions within the National Ambulance Company. It is the central source for all financial, commercial and compliance functions and accountabilities.

During periods of annual leave or as other directed the DCEO has all delegated powers of the CEO, these periods are notified by internal correspondence.

Legend Matrix

CEO : Chief Executive Officer I : Initiate

DCEO: Deputy Chief Executive Officer R : Recommend

CAO : Chief Administrative Medical Officer A : Approve

COO: Chief Operating Officer N: Notify (After)

CFO: Chief Finance Officer C: Consu







No.	AUTHORITY	CEO	DCEO	CAMO	coo	CFO
3.	FINANCE					
3.1	Annual Financial Statements	R	С	С	С	С
3.2	Annual Operating & CAPEX budgets	R	С	С	С	С
3.3	Operating expenses (budgeted for & within budget)	Α	Α	Α	Α	С
3.4	Operating expenses (not budgeted for and/or exceeding budget)					
	(a) ≤ AED100,000 per expense / budget item	Α	R	R	R	R
	(b) >AED100,000 per expense /budget item		R	R	R	R
3.5	CAPEX (budgeted for & within budget)		R	А	Α	R
3.6	CAPEX (budgeted for but outside budget)					
	(a) ≤ AED100,000 per expense / budget item	Α	R	R	R	R
	(b) >AED100,000 per expense /budget item	R	R	R	R	R
3.7	Release payment of Creditors (monthly) (Need 2 A's)	Α	Α	Α	Α	R
3.8	Pay Salaries (Need 2 A's)	Α	Α	Α	Α	R
3.9	Opening/Closing of Bank accounts	R			R	С
3.10	Bad debt write offs (debtors)					







No.	AUTHORITY	CEO	DCEO	CAMO	соо	CFO
	(a) > AED 30,000 per debtor	N				А
	(b) ≤ AED 30,000 per debtor					R
3.11	Waiver of Charges					
	(a) ≤ AED 25,000	N				Α
	(b) ≤ AED 40,000	А				R
	(c) < AED 40,000	R				
3.12	Approval of Insurance policies	А		R	С	С
3.13	Vendor selection		А	R	А	R
3.14	Engaging in any form of borrowing	R				I/C
3.15	Petty Cash	А	А	А	А	А
3.16	Negotiable Instruments Must be a board member and an authorised signature (2 must sign)	х	х	Х	Х	







No.	AUTHORITY	BOD	Chair	CEO	DCEO	CAMO	coo	CFO
4.	LEGAL, CONSULTING and COMPANY OPERATIONS							
4.1	Engage and instruct Legal Advisors up to AED 500,000 per instrument			А	R	R		
4.2	Engage medical physicians for clinical oversight and governance up to AED 500,000 annually			А	R		R	
4.3	Authorise leases for domestic and office accommodation up to a limit of AED 500,000 per lease			А	R	R		
4.4	Authorise purchase of non-capital equipment or material up to a limit of AED 500,000 per order			А	R	R	R	
4.5	Authorize purchase of non-capital equipment or material up to a limit of AED 100,000 per order			refer to 4.4	R	Α	А	
4.6	Authorise expenditure for international travel up to a limit of AED 25,000 per person			А		А		
No.	AUTHORITY	BOD	Chair	CEO	DCEO	CAMO	COO	CFO





No.	AUTHORITY	BOD	Chair	CEO	DCEO	САМО	coo	CFO
5.	HUMAN RESOURCES							
5.1	All Appointments/Dismissals below CEO level			Α	R	Α	C/R	R
5.2	Salary increases							
	(a) CEO, CAMO, CFO, COO (and all other outside approved budget)	N	Α	I	I		1	
	(b) All other within budget			Α	R	R	R	R
5.7	Any claims for "out of pocket" expenses by direct staff			N	N	А	Α	А
5.8	Change in headcount number			Α	R	R	R	С
5.9	Performance evaluation							
	(a) CEO, CAMO, COO, CFO, By Committee	N	Α		I			
	(b) All other			N/A (Own Staff)	N	Α	А	А

#### 2. Supporting Documentation

Board Minutes
 5 August 2010, 9 September 2011

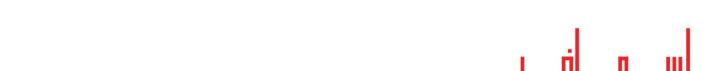
• Memorandum of Association 18 August 2010

• Power of Attorney CEO 28 February 2011

Review & Approval:







#### Chief Executive Officer

#### Change Brief

Version	Date	Changes
1	Nov 2012	Update to delegations
2	Nov 2014	Update Template No major changes, Logo and version
3	March 2017	No Changes Due for review
4	September 2019	No Changes
5	October 2021	No Changes Due for review ,
		After Policy Review Committee
		Change CAO to CAMO





