




**BIOGENIX**

POLICY PROCEDURE FOR DELEGATION OF AUTHORITY

	NAME	DESIGNATION	SIGNATURE	DATE
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DELEGATION OF AUTHORITY

DOCUMENT CONTROL: BG/PP/GEN/024

BIOGENIX

VERSION: 1.0

DATE OF EFFECTIVITY: 01/07/2020

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4 POLICY STATEMENT:

- 4.1 Procedure for Delegation of authority as per this procedure

5 PURPOSE:

- 5.1 To provide and outline a guideline and procedure to comply with delegation of Authority at BIOGENIX
- 5.2 To ensure that a delegated staff is available at all times to maintain continuity of the services and to provide administrative decision making for operational matters.
- 5.3 Demonstrate successful delegation of Authority and controlled act to a person not otherwise authorized to perform such Authorities

6 SCOPE

- 6.1 To comply with Delegation of Authority Procedure.

7 DEFINITION/ABBREVIATIONS:

- 7.1 Delegation: The act of giving control, authority, a job, a duty, etc., to another person
- 7.2 TARGET AUDIENCE
All Staff Member with Authorities and privilege at BIOGENIX.

8 RESPONSIBILITY

- 8.1. BIOGENIX Management
- 8.2. BIOGENIX Staff

9 PROCEDURE

- 9.1. Temporary authority is delegated to the deputy director whenever the BIOGENIX lab director is out of the office.



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- 9.2. The temporary authorization is to be in writing and specifies the effective length of time and must be approved by the Management.
- 9.3. The delegation of authority Memorandum is distributed to all departments.
- 9.4. All concerned staff members in each department complies, adhere, and follow the instructions of the person that the lab director is delegated.
- 9.5. The authority delegated is exercised in compliance with all applicable statutes, regulations, and procedures of BIOGENIX;
- 9.6. Deputy Director who receives delegated authority have active involvement with the activity being conducted; and have sufficient knowledge of procedures, rules, laws and regulations to ensure compliance;
- 9.7. The delegated staff is accountable for the documents they sign and are responsible for assuring performance and adequate record-keeping;
- 9.8. A delegation of authority becomes effective on the date the delegation is fully executed. Delegations continues until revoked or modified because the delegate leaves the position or has his/her duties and responsibilities changed to broaden or lessen the areas of delegation by the director.
- 9.9. It is the responsibility of the delegated staff to maintain proper control and management of his/her area.
- 9.10. The Delegator takes into account and maintains appropriate control including separation of duties, reviewing reports, completed transactions and monitoring the effectiveness of the quality of work performed and established.
- 9.11. Delegator may not approve transactions for themselves, their relatives or approve transactions that directly benefit themselves or their relatives or, in any way, create a conflict of interest with the Delegate's responsibilities to the BIOGENIX. Such transactions are to be countersigned by another authorized person, usually the person of next higher authority.

10 REFERENCES

- 10.1. ISO 15189:2012: Medical Laboratories Requirements for quality and competence.

11 APPENDICES

- 11.1. Delegation of Authority BG/REC/GEN/017