

Management System Requirements - Procedures

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008	Wording corrected, Chart removed chart this is now available on teams or from HR		Wording corrected, chart removed	06/09/2024	Malcolm Coates

QMS Procedure

5.3. Roles and Responsibilities

Scope

The top management shall ensure that for the effective operation of the HSQE management systems, the responsibilities and authorities for relevant roles are assigned, communicated and understood within J & E Hall International at all levels.

Organisation of the Management System

1. Managing Director

The Managing Director is ultimately responsible for all matters relating to the Quality and Environmental effects of the Company's operations.

2. Directors and Senior Managers

All Directors and Senior Managers have responsibilities to support the Company's HSQE Policy and ensure that the processes are delivering their intended outputs.

3. HSQE Manager

The HSQE Manager (or HSQE Advisor in the absence of the Manager) has the responsibility and the authority to ensure that the HSQE System as described in the standard and detailed in the EQMS (Environmental Quality Management System) Procedures are implemented, maintained, and its status reviewed for adequacy and effectiveness and report on system performance detailing opportunities for improvement.

4. Managers

HSQE issues are the prime responsibility of the Manager of each function within the Company and will:

- Ensure the company policies are implemented;
- Ensure promotion of customer focus throughout the business;
- Ensure sufficient information, instruction and training is given to all personnel under their control.

5. Employees

Although the implementation of the EQMS systems is a clear management responsibility, the Company's employees play a vital role in the operation of a system that focuses on customer satisfaction to ensure that the intended inputs and outputs are achieved.