

Annex 5: Responsibilities and authorities

Note 1: This annex gives the details of overall responsibilities and authorities assigned for the various activities related to Integrated Management system. Further, Process Manuals, System procedures and operational control procedures provide details of responsibilities and authorities for a specific activity.

Note 2: Responsibility indicates the primary duty assigned to a function or personnel to ensure that activities are carried out as per IMS requirements. Authority indicates the ownership for the activity with powers to take decisions on implementation means and methods, delegation of works. At KSPHC, personnel given authority also has accountability for the activity and its result and consequences.

ISO 9001:2008 Clause Ref	ISO 14001:2004 Clause Ref.	Activity description	Responsibility	Accountability & Authority
5.3	4.2	Develop management system policy; Establish overall direction	MD	MD
5.3	4.2	Approve management system policies	MD	MD
5.3 d)	4.2 f) & g)	Communication of policy to all personnel and ensuring its availability to public	M.R	M.R
5.2, 5.4.2, 7.2.1, 7.2.2	4.3.1	Identification and evaluation of aspects, impacts and risks	HODs & M.R	M.R
5.3 b), 7.2.1 c)	4.3.2	Identification of legal and other requirements; its communication to relevant personnel	M.R	M.R
5.3 b), 7.2.1 c)	4.3.2	Ensuring compliance with legal and other requirements	M.R	M.R
5.4.1	4.3.3	Identifying, implementing and achieving IMS objectives, targets and programs	HODs	MD

IMSM Issue 02	Section Revision No: 0	Revision Date: 01.07.2015	Page 54
---------------	------------------------	---------------------------	---------

Uncontrolled when printed unless stamped 'CONTROLLED COPY' in red by document controller

ISO 9001:2008 Clause Ref	ISO 14001:2004 Clause Ref.	Activity description	Responsibility	Accountability & Authority
8.3	4.4.7	Emergency Preparedness and response	M.R	M.R
6	4.4.1	Provisioning of resources for implementing IMS	MD	MD
5.5.1, 5.5.2	4.4.1	Defining roles, responsibilities and authorities	MD	MD
5.5.2 b)	4.4.1 b)	Reporting IMS performance	M.R	M.R
6.2	4.4.2	Determination of competence requirements for performing tasks that have a potential to cause significant environmental impacts	MD and ED	MD
6.2.2	4.4.2	Provisioning of training requirements	HODs	ED
6.2.2	4.4.2	Maintenance of training records	HOD-HR	HOD-HR
5.5.3	4.4.3	Internal communication and reporting related to IMS	M.R	M.R
-	4.4.3	External communication (receiving, documenting and responding to communication from external interested parties); statutory reporting and stake holder reporting	M.R	M.R
4.2.1	4.4.4	Documentation – IMS Manual	M.R & ED	MD
4.2.1	4.4.4	Documentation – System procedures	M.R / HODs	ED

ISO 9001:2008 Clause Ref	ISO 14001:2004 Clause Ref.	Activity description	Responsibility	Accountability & Authority
4.2.1	4.4.4	Documentation –Management programmes, OCPs and Formats	HODs	HODs
4.2.3	4.4.5	Approval of IMS Manual	M.D	M.D
4.2.3	4.4.5	Approval of IMS Documents other than IMS Manual	-	MD
4.2.3	4.4.5	Reviewing and updating of documents	M.R	M.R
4.2.3	4.4.5	Issue control of IMS Manual and other system documentation	M.R	M.R
7.2.3	-	Customer communication	CE/SE/EE	SE
7.4.1	-	Purchasing process	EE-CONTRACTS	EE-CONTRACTS
7.4.2 d)	4.4.6	Control of suppliers / Contractors / Subcontractors (with regard to TNT System requirements)	EE-CONTRACTS	EE-CONTRACTS
7.5.1	4.4.6	Operational control (as detailed in IMS operational documents)	Concerned Personnel	Concerned HOD
7.5.5	4.4.6	Preservation of products	Concerned Personnel	Concerned HOD
-	4.4.7	Emergency preparedness and response	Emergency response team / Assigned personnel	MR

IMSM Issue 02	Section Revision No: 0	Revision Date: 01.07.2015	Page 56
---------------	------------------------	---------------------------	---------

Uncontrolled when printed unless stamped 'CONTROLLED COPY' in red by document controller

ISO 9001:2008 Clause Ref	ISO 14001:2004 Clause Ref.	Activity description	Responsibility	Accountability & Authority
7.6	4.5.1	Calibration of monitoring and measurement devices	Concerned HOD	Concerned HOD
8.2	4.5.1	Monitoring and measurement –Operational performance of IMS processes	Concerned HOD	Concerned HOD
-	4.5.1	Monitoring and measurement of environmental performance carried out by external agency (Noise, Stack analysis etc.,)	Concerned HOD	Concerned HOD
-	4.5.2	Evaluation of compliance	MR	MR
	4.5.3	Mitigation of environmental and OH & S nonconformities, implementation and evaluating corrective action and preventive action	Concerned function personnel	Concerned HOD
8.5.2, 8.5.3	4.5.3	Corrective action and preventive action	Concerned function personnel	M.R
8.3	-	Control of nonconforming purchased product	HOD of indenting dept.	Purchase HOD
4.2.4	4.5.4	Control of records	Concerned HOD	Concerned HOD
8.2.2	4.5.5	Conducting internal audits and reporting	M.R	M.R
5.6	4.6	Management review	MD	MD

IMSM Issue 02	Section Revision No: 0	Revision Date: 01.07.2015	Page 57
---------------	------------------------	---------------------------	---------

Uncontrolled when printed unless stamped 'CONTROLLED COPY' in red by document controller