

	JOB AUTHORITIES & RESPONSIBILITIES	Doc. Number -	Issued Date
	Title JOB AUTHORITIES & RESPONSIBILITIES MANAGEMENT REPRESENTATIVE (MR)	Rev. No.	Page 1 of 1

1. MANAGEMENT REPRESENTATIVE (MR)

The MR reports to President Director, she/he is authorized and responsible for :

- a. Promoting the awareness of Quality Policy and Quality objectives.
- b. Ensure that all level of staff are familiar with the company Quality Policy.
- c. Ensuring that the quality management system meets the requirements.
- d. Promote awareness of statutory and regulatory and customer requirements throughout the organization.
- e. Review and audit the quality system at least once a year.
- f. Responsible to perform the management review meeting twice a year.
- g. Lead the management review committee to review results of internal and external audits conducted at least once a year.
- h. Coordinate communication with external parties on matters relating to the Quality management system and registrative.

2. DEPUTY MANAGEMENT REPRESENTATIVE (DMR)

The DMR reports to MR, she/he is authorized and responsible for :

- a. Promoting the awareness of Quality Policy and Quality objectives.
- b. Ensure that all level of staff are familiar with the company Quality Policy.
- c. Ensuring that the quality management system meets the requirements.
- d. Review and audit the quality system at least once a year.
- e. Responsible to perform the management review meeting twice a year.
- f. Initiating and Lead the management review committee to review results of internal and external audits conducted at least once a year.
- g. Coordinate communication with external parties on matters relating to the Quality System and registrative.
- h. To yearly review/update the respective department's PFMEA with the team.

NOTE : Any specified Job Responsibilities and Authorities may refer to the respective SOP (Standard of Procedure)