



# ORGANISATION CHART

TITLE	REPORTING TO	PERSONNEL	RESPONSIBILITIES
<b>Managing Director</b>	N/A	Steve Denmead	New Business, Customer Contact, Quotation (mech.), Purchasing, Contract Review, Health and Safety.
Quotation/Purchasing Personnel	Managing Director	Richard Cornish	Quotation (elec.), Planning (elec.), Purchasing (elec.)
		Steve Carroll	Quotation (mech.)
		Jon Pearce	Purchasing
Admin Clerk	Managing Director	Rachel Humphreys	Main office Administration, General Reception Duties, Delivery & Invoice Documentation, Customer Order Processing.
<b>Finance &amp; Quality Director</b>	Managing Director	Andy McPherson	Company Financial Management, Management accounts, Top Level Quality Issues (policy, system, product, internal auditing, ISO & customer approvals), Business Improvement, IT.
Accounts & Wages Clerk	Finance Director	Sharon Rose	Sales & Purchase Ledgers, Wages, Personnel Records, Internal Quality Audits, Supplier Order Progressing.
Chief Inspector	Quality Director	Gary Sinkins	Product Quality, Stage & Final inspection (mech.), calibration.
Assistant Inspectors (Mech. Dept.)	Chief Inspector	Kevin Stevens	First off, Stage & Final Inspection (mech.).
		Jon Pearce	First off & Stage Inspection (mech.).
		Ian Vine	First off & Stage Inspection (mech.).
<b>Works Manager</b>	Managing Director	Mark Wain	Production, Planning (mech.), Overall Supervision, Discipline & Personnel Management.
Production Supervisor	Works Manager	Jon Pearce	Supervision, Customer Updates, Goods-In & Stores Management, Cell Meetings, Deputising for Works Manager during annual leave.
Supervisor (Mech. Dept.)	Works Manager	Kevin Stevens	Supervision, Planning Board and Job Allocation (mech.), Technical Issues & Machine Set Ups
Shop Floor Personnel (Mech. Dept.)	Supervisor (Mech. Dept.)	Various	Production Work, Personal Quality, Personal Health & Safety.
Supervisor (Elec. Dept.)	Works Manager	Richard Cornish	Supervision, Planning Board & Job Allocation (elec.), Purchasing (elec.), Inspection (elec.), Production Work.
Shop Floor Personnel (Elec. Dept.)	Supervisor (Elec. Dept.)	Various	Production Work, Personal Quality, Personal Health & Safety.
Goods Inwards Inspectors	Production Supervisor	Jeff Wilkins	Goods Inwards Inspection.



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