

	<b>ALLOCATION OF RESPONSIBILITY</b>		<b>Document No.</b>	CDM-P-22
			<b>Version</b>	3.0
			<b>Date of Issue</b>	28-09-2024
<b>1.0</b>	<b>Purpose</b>			
	To lay down procedure for allocation of responsibilities within the organization.			
<b>2.0</b>	<b>Scope</b>			
	KBS organisation at the management function level			
<b>3.0</b>	<b>Policy &amp; Procedure</b>			
<b>3.1</b>	MD has defined the responsibilities and authorities for each function/ role in document <b>CDM-D-01</b> . A person can be allocated one or more function (s). In case there is any change, the MD reviews the available competence and personnel and re-assigns the role. The same is communicated to each person in writing. The details of the tasks carried out by various roles are made available on the web along with the contact details.			
<b>4.0</b>	<b>Records</b>			
	Change records			

**Revision History:**

<b>Version</b>	<b>Reason of Change</b>	<b>Prepared by QM (Date)</b>	<b>Approved by MD (Date)</b>
02.0	Fresh issue to align the procedure with AS Version 6.0	4 <sup>th</sup> Dec, 2014	4 <sup>th</sup> Dec, 2014
03.0	Revision based on Article 6.4 Accreditation Standard Version 01.0	10 <sup>th</sup> Sept 2024	28 <sup>th</sup> Sept 2024