

Authorization Matrix

Key

A: Authorized to perform task

R: Responsible for task being performed

Abbreviations:

- LM: Laboratory Manager
- QO: Quality Officer
- BO: Biosafety Officer
- EO: Equipment Officer
- LT: Laboratory Technologist
- IA: Internal Auditor
- Secr: Secretariat
- OH: Occupational Health

Task	LM	QO	BO	EO	LT	Secr.	Other
General							
Implementing and maintaining the quality management system, content wise	R	A					
Implementing and maintaining the quality management system, design and assurance	A	R					
Formulating and changing quality policy	R/A						
Implementing the quality policy	R	A	A	A			
Evaluating quality policy (audits, management review, etc.)	R	A					IA: A
Translating quality targets in action plans	R	A					
Executing action plans originating from quality targets	R	A	A	A	A		
Archiving and follow-up of action plans originating from quality targets	R	A					
Providing information through quarterly reports, needed for the management review	R	A					
Performing and recording management review	R	A					
Archiving of management review and quarterly reports	R						
Formulating actions following management review in action plans	R	A					
Executing action plans originating from management review	R	A	A	A	A		
Archiving and follow-up of action plans originating from management review		R	A	A	A		
Drafting quality year plan	R/A						
Execution of selection and application procedure new personnel	R				A		
Ensuring that research methods and equipment comply with present scientific knowledge and technical	R			A	A		

Task	LM	QO	BO	EO	LT	Secr.	Other
possibilities							
Formulating, maintaining and adhering to OH policy and environmental policy of the laboratory	R		A	A	A		
Making suggestions for improvement of the OH- and environmental policy	R	A	A	A	A		
Participation in OH- and safety meetings	R	A	A	A			
Personnel and Organization							
Formulating policy on hiring new personnel	R/A						
Formulating policy on sick-leave	R/A						
Determining education budget	R/A						
Drafting and changing education plan	R/A						
Executing education plan	R/A						
Organization of scientific meetings	R	A			A		
Organization of work meetings	R						
Induction of new personnel	R/A						
Maintaining competence	R	R	R	R	R	R	
Supervision of interns and new employees	R				A		
Maintaining details of interns	R					A	
Taking responsibility regarding the maintenance of the quality management system	A	A					
Taking responsibility regarding the maintenance of the (bio-)safety system	A		A				
Organizing and ensuring personnel substitution	R	A	A	A	A	A	
Ensuring continuity of the diagnostic and reference activities	R				A		
Formulating policy to free personnel from unacceptable pressure	R/A						
Execution of measures against unacceptable pressure for personnel members	R						
Archiving minutes of all meetings	R						
Equipment							
Maintaining of external contracts	R				A		
Submitting proposals for purchasing of new equipment	R			A	A		
Policy on purchasing of supplies	R						
...							

This continues for all the quality system essentials (Facilities & Safety, Purchasing & Inventory, Process Management, Information Management, Documents and Records, Customer Focus, Assessment, Nonconforming Event Management, Continual Improvement).