5.3 岗位、职责和权限

5.3.1 公司根据管理体系的需要建立组织结构，确保整个组织内相关岗位的职责、权限得到分派、沟通和理解（见 2.3 和 2.4），确保在各部门工作接口处协调一致。

5.3.2 总经理任命管理者代表,明确其职责和权限。

5.3.3 各部门的职责简述

总经理：

a) 全面领导公司的行政管理和生产经营工作，并对公司重大事宜进行决策和批准；
b) 负责公司组织机构的设置，明确各部门的职责、权限和相互关系，确保有效运转；
c) 负责公司质量、环境管理体系的策划、批准，主持管理评审，确保质量、环境体系有效运行及不断改进；
d) 负责公司的质量、环境方针及质量、环境目标的批准发布，确保公司能够适应市场经济发展的需要，满足顾客的需求；
e) 贯彻、执行国家有关的法律法规。

管理部门：

a) 负责人力资源的管理工作，负责对公司员工的能力意识的培训工作和员工日常管理工作，以及对各部门的绩效考核工作。
b) 负责公司的日常行政、人事、后勤管理工作
c) 负责与外部政府机构的文件来往工作。
d) 负责公司的行政文件和记录等的归档工作。
e) 负责质量、环境体系文件的组织编写工作。
f) 负责公司日常管理工作，组织实施质量、环境改进和业绩的持续改善；
g) 负责监督公司各部门的工作环境和工作质量，要求有关部门对不符合采取有效的纠正行动和预防措施，并监督执行的成效；
h) 担任管理评审记录，编制管理评审报告。
i) 负责质量、环境手册、控制程序、内审报告、管理评审等文件资料的管理控制。
j) 编制内审计划、组织内审的实施。

技术研发部：

a) 对公司的技术质量管理工作全面负责

a) 负责按客户提供的样品进行图纸设计，编制和完善产品生产过程中的工艺技术文件（包括生产工艺、图纸和检验规程）并符合国家环保法规的要求。
b) 负责对客户提供的图纸、资料的验证，确定相应的工艺。
c) 负责生产过程中的技术管理工作，保证技术文件的正确贯彻执行，解决日常生产中的技术质量、环境难题。
d) 负责公司设备改进的技术工作。
e) 负责公司的产品质量检验及管理工作。
f) 负责不合格品的控制、对不合格品进行分析，提出纠正和预防措施，防止不合格品的重复发生。。
g) 负责组织并实施进货、过程及成品的检验和试验工作,建立保存检验和试验记录。
h) 负责产品检验和试验状态的标识工作。
i) 负责公司、环境测量与监控设备的管理工作。
j) 生产运作过程中产品质量的纠正和预防措施实施效果的验证工作。

生产部：

a) 负责生产运作过程的管理和生产记录的控制，确保产品制造质量。
b) 根据销售需要制订生产作业计划，周密调度、合理安排、在确保产品质量的前提下，按时完成生产任务。
c) 负责生产设备和环保设备、工装、模具的维护保养和维修。
d) 负责水电节约的控制和环境符合要求的保持。
e) 组织实施对生产过程中的不合格品和不符合环境管理要求，采取纠正和预防措施。
f) 负责对产品标识和可追溯性的控制。
g) 负责生产过程中产品的搬运、贮存、包装、防护和交付工作。

销售部：

a) 签订销售合同和接受订单，做好合同的管理、合同的履行以及合同的归档工作；
b) 组织产品要求评审和协调评审；
c) 负责市场和用户信息的登记、整理、处理、反馈和跟踪，建立顾客档案；
d) 及时、正确地传递顾客的信息，协助技术部、品管部处理顾客所提出的质量问题，采取相应的纠正和预防措施。
e) 负责顾客的退货处理和样品的提供、保管工作。

采购部：

a) 负责供方的调查、评价和选择，并建立合格供方名录。
b) 负责采购的实施，对所提供的各种生产物资的质量负责。
c) 负责对采购物资不合格品的退货处理工作。
d) 负责对供应厂商进行监督管理，在环境保护方面对供应商施加影响，保证环境运行控制符合规定的要求。

财务部：

a） 负责公司的财务结算和资金规划。

b） 负责对公司月度和年度生产资金进行控制。

c） 负责在环保方面资金的保障。

5.3 Position, responsibility and authority

5.3.1 The company shall establish an organizational structure according to the requirements of the management system to ensure that the responsibilities and authorities of relevant positions throughout the organization are assigned, communicated and understood (see 2.3 and 2.4), and to ensure coordination among work interfaces of various departments.

5.3.2 The General Manager shall appoint the management representative and define his/her responsibilities and authority.

5.3.3 Description of responsibilities of each department.

General manager:

A) To comprehensively lead the company's administrative management and production and operation, and to make decisions and approve major issues of the Company;

B) Responsible for setting up the company's organizational structure, clarifying the responsibilities, authority and mutual relationship of each department, and ensuring effective operation;

C) Responsible for the planning and approval of the company's quality and environmental management system, and presiding over management review to ensure the effective operation and continuous improvement of the quality and environmental management system;

D) Responsible for the approval and release of the company's quality and environmental policy, quality and environmental objectives, to ensure that the company can meet the needs of the development of the market economy and meet the needs of customers;

E) To implement and enforce relevant laws and regulations of the state.

Management Department:

A) Responsible for the management of human resources, the training of the ability awareness of the company's employees, the daily management of employees, and the performance assessment of various departments.

B) Responsible for daily administration, personnel and logistics management of the company

C) Responsible for the correspondence with external government agencies.

D) Responsible for the filing of the company's administrative documents and

records.
E) Responsible for the organization and compilation of quality and environmental system documents.
F) Responsible for the daily management of the company, organize and implement the continuous improvement of quality, environment and performance;
G) Responsible for supervising the working environment and quality of all departments of the company, requiring relevant departments to take effective corrective actions and preventive measures against non-conformance, and supervising the effectiveness of implementation;
H) Serve as management review record and prepare management review report.
I) Responsible for the management and control of documents such as quality, environmental manual, control procedure, internal audit report and management review.
J) Prepare internal audit plan and organize the implementation of internal audit.

R&D Department:
A) Be fully responsible for the technical and quality management of the company
A) Responsible for drawing design according to samples provided by customers, preparation and improvement of process and technical documents (including production process, drawings and inspection procedures) during product production and compliance with the requirements of national environmental protection laws and regulations.
B) Responsible for verifying the drawings and data provided by the customer and determining the corresponding process.
C) Responsible for technical management in the production process, ensure the correct implementation of technical documents, and solve technical quality and environmental problems in daily production.
D) Responsible for the technical work of equipment improvement of the company.
E) Responsible for product quality inspection and management of the company.
F) Responsible for the control of nonconforming products, analysis of nonconforming products, propose corrective and preventive measures to prevent the recurrence of nonconforming products.
G) Responsible for organizing and implementing inspection and test of incoming goods, process and finished products, and establishing and keeping inspection and test records.
H) Responsible for the identification of product inspection and test status.
I) Responsible for the management of the company and environmental measurement and monitoring equipment.

J) Verify the implementation effect of corrective and preventive measures of product quality in the process of production and operation.

Manufacturing Department:
A) Responsible for the management of production operation process and the control of production records to ensure the manufacturing quality of products.
B) Make production operation plan according to sales requirements, carefully arrange and reasonably arrange, and complete production tasks on time under the premise of ensuring product quality.
C) Responsible for the maintenance and repair of production equipment and environmental protection equipment, tooling and molds.
D) Be responsible for the control of water and electricity conservation and the maintenance of environmental compliance.
E) To organize and implement corrective and preventive measures for nonconforming products and nonconforming environmental management requirements in the production process.
F) Responsible for the control of product identification and traceability.
G) Responsible for the handling, storage, packaging, protection and delivery of products in the production process.

Marketing Department:
A) Sign sales contracts and accept orders, manage contracts, perform contracts and file contracts;
B) Organize product requirements review and coordinate review;
C) Responsible for the registration, sorting, processing, feedback and tracking of market and user information, and the establishment of customer files;
D) Timely and correctly transmit customer information, assist technical department and quality control Department to deal with quality problems raised by customers, and take corresponding corrective and preventive measures.
E) Responsible for handling customers' returns and providing and keeping samples.

Purchasing Department:
A) Be responsible for the investigation, evaluation and selection of suppliers, and establish a list of qualified suppliers.
B) Responsible for the implementation of procurement, and responsible for the quality of various production materials provided.
C) Responsible for the return of defective purchased materials.
D) Responsible for the supervision and management of suppliers, exerting influence on suppliers in terms of environmental protection, and ensuring that environmental operation control meets the prescribed requirements.

Accounting Department:
A) Responsible for the company's financial settlement and capital planning.

B) Responsible for controlling the company's monthly and annual production funds.
C) Responsible for the protection of funds in environmental protection.