




## Quality Work Instruction

CP-00-2000-06

Approved: 	Date: 16 April 2004	
Title: Organization Charts and Charters	Rev NC	Page 1 of 1

### 1.0 POLICY/PURPOSE

Santa Barbara Applied Research organization charts and charters are maintained and updated as changes to the various offices, contracts, etc. occur throughout SBAR. The purpose of this work instruction (WI) is to define the basic responsibilities for ensuring organization charts and charters remain current.

### 2.0 SCOPE

This WI applies to all SBAR operations.

### 3.0 REFERENCES AND DEFINITIONS

#### 3.1 References

*ISO 9001: Quality Management Systems-Requirements, Third Edition (2000-12-15)*

- ISO 9001 Element 6.2 (Human Resources)
- SBAR Documents
- *SBAR Organization Manual*
- *SBAR Personnel Requisition and Change Notice WI (CP-00-2000-01)*

#### 3.2 Definitions

**Charter:** An SBAR document, approved by the President/CEO that defines the specific mission, duties, and authority of key SBAR positions.

**Organization Chart:** A graphic depiction of the organization showing the organizational structure, lines of authority/responsibility, and management structure for the company offices, contracts, and/or operating locations.

### 4.0 RESPONSIBILITIES


#### 4.1 CORPORATE QUALITY MANAGER

The Corporate Quality Manager is responsible for this work instruction.



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### 4.2 President/CEO

The President approves all organization charts and charters, to include the personnel occupying the various positions identified on the organization charts. Additionally, the President maintains the corporate level organization charts and charters and is responsible for the SBAR *Organization Manual*.

### 4.3 Program/Contract Manager and Operations Manager

Prior to any reorganization, individual Program Managers and the Operations Manager are responsible for timely submission of their organization charts and charters, to include the personnel proposed to occupy the positions identified in the organization charts, for approval by the President/CEO. Further, changes to organization charts and charters are consistent with current SBAR manpower/personnel policies established by the President/CEO and SBAR procedures and WIs (e.g., *Personnel Requisition and Change Notice WI (CP-00-2000-01)*).

## 5.0 REQUIREMENTS/PROCEDURES

Program/contract managers and the Operations Manager shall document their organizational structure in organization charts and charters. The charts and charters and all subsequent proposed revisions in the organizational structure are submitted to the President/CEO for approval, via the responsible Division President or Vice President, prior to implementation.


Within one week after approval by the President, Personnel Requisition and Change Notices shall be prepared to document and change in assignment that affects pay status or timekeeping (cost collection).

Approved changes to the organization are released as a revision to the SBAR *Organization Manual* within 30 days after approval by the President.



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