RESPONSIBILITY, AUTHORITY AND ORGANISATION CHART

The directorate of DOWN GALICIA establishes the responsibility and authority of each and every one of the members of the services involved in the Quality Management System (processes and procedures that integrate it), with the purpose of delimiting them and facilitating in this way an effective management of the quality.

The main responsibilities are defined in the organisation chart of DOWN GALICIA and of the Services of the Quality Management System, as well as through the professional profiles described in Annex 1 of the Manual, in which the functions and training required for its performing are specified.

In the same way, it is claimed through the directorate of the Federation that these responsibilities that affect the staff of the services are properly notified and announced in all levels of the organisation.

Functions directly related to the QMS:

- **Internal auditor:** responsible of conducting the annual internal audits fixed in the annual calendar of internal audits. Besides the person who is the technician of quality, who will be the one responsible for coordinating the internal audits, this function will be given to people appointed by each entity. These people can be different each year.
- **Person responsible for the quality of the QMS:** responsible for providing the guidelines related to the QMS.
- **Person responsible for quality, entity:** people responsible of each entity responsible of the dissemination, implementation, monitoring, evaluation and improvement of the QMS within their entity. It is part of the quality committee. If there is no specific nomination, the person responsible of quality will be the same as the one responsible of the directorate of the entity (management, coordination, directorate, etc.)
- **Quality Committee:** it consists of the people responsible of quality in all the member organisations or people delegated in their name together with the area of the technician of quality.
- **People responsible for security:** person responsible for the implementation and supervision of the data protection.
- **Person responsible for area/programme:** with functions of coordination within the area and its programmes.
- **Person responsible for purchases:** it is generally a person of the management of the member organisations.
- **Person responsible for intervention with families:** it is generally the person responsible for the entity.

It can be found an organisation chart of the Federation below, that shows an overview of the organisation as a whole of the Federation and its member organisations. Moreover, it can also be found a breakdown by areas within the member organisations.

