

SOP: Assignment of Responsible Personnel

This SOP details the **assignment of responsible personnel** within an organization, outlining the process for designating roles and responsibilities to ensure accountability and effective task management. It includes criteria for selecting qualified individuals, defining clear job descriptions, and establishing communication protocols to maintain operational efficiency and compliance with organizational standards.

1. Purpose

To establish a standardized process for assigning responsible personnel within the organization to ensure all tasks and processes are managed effectively, and compliance is maintained.

2. Scope

This SOP applies to all departments and personnel within the organization involved in the assignment and acceptance of responsibilities for operational, regulatory, or project-related tasks.

3. Definitions

- **Responsible Personnel:** Individuals designated to carry out specific tasks or duties within the organization.
- **Job Description:** A document outlining the duties, responsibilities, and qualifications required for a specific role.
- **Accountability:** Obligation of an individual to report, explain, and be answerable for resulting consequences of assigned tasks.

4. Responsibilities

Role	Responsibility
Department Head	Identifies responsibilities to assign and selects suitable personnel.
HR Department	Prepares and maintains job descriptions, assists in candidate evaluation.
Assigned Personnel	Executes duties as described and maintains communication with supervisors.

5. Procedure

1. **Identify Tasks and Responsibilities**
 - List all tasks/processes requiring personnel assignment.
2. **Determine Qualification Criteria**
 - Define skills, experience, and certifications required based on task nature.
3. **Selection of Personnel**
 - Review personnel profiles or conduct an internal/external search as needed.
 - Shortlist candidates who meet the qualification criteria.
4. **Assignment and Documentation**
 - Notify selected personnel of their assignment.
 - Update relevant records with details of assigned personnel and responsibilities.
 - Prepare and provide a clear job description.
5. **Communication and Training**
 - Conduct briefing sessions on assigned responsibilities, organizational standards, and reporting protocols.
 - Ensure access to necessary training and resources.
6. **Periodic Review**
 - Conduct regular reviews to assess performance and address gaps.
 - Update assignments and documentation as needed.

6. Communication Protocols

- Assigned personnel must report progress and issues to their immediate supervisor according to established reporting lines.
- All communication regarding responsibilities and changes must be documented.
- Key communications should be copied to HR and relevant stakeholders as appropriate.

7. Documentation and Records

- Maintain records of assignments, training, and job descriptions in accordance with organizational record-keeping policies.
- Retain assignment documentation for a minimum of three (3) years or as required by regulatory standards.

8. Revision History

Version	Date	Description	Approved by
1.0	2024-06-01	Initial release	QA Manager