

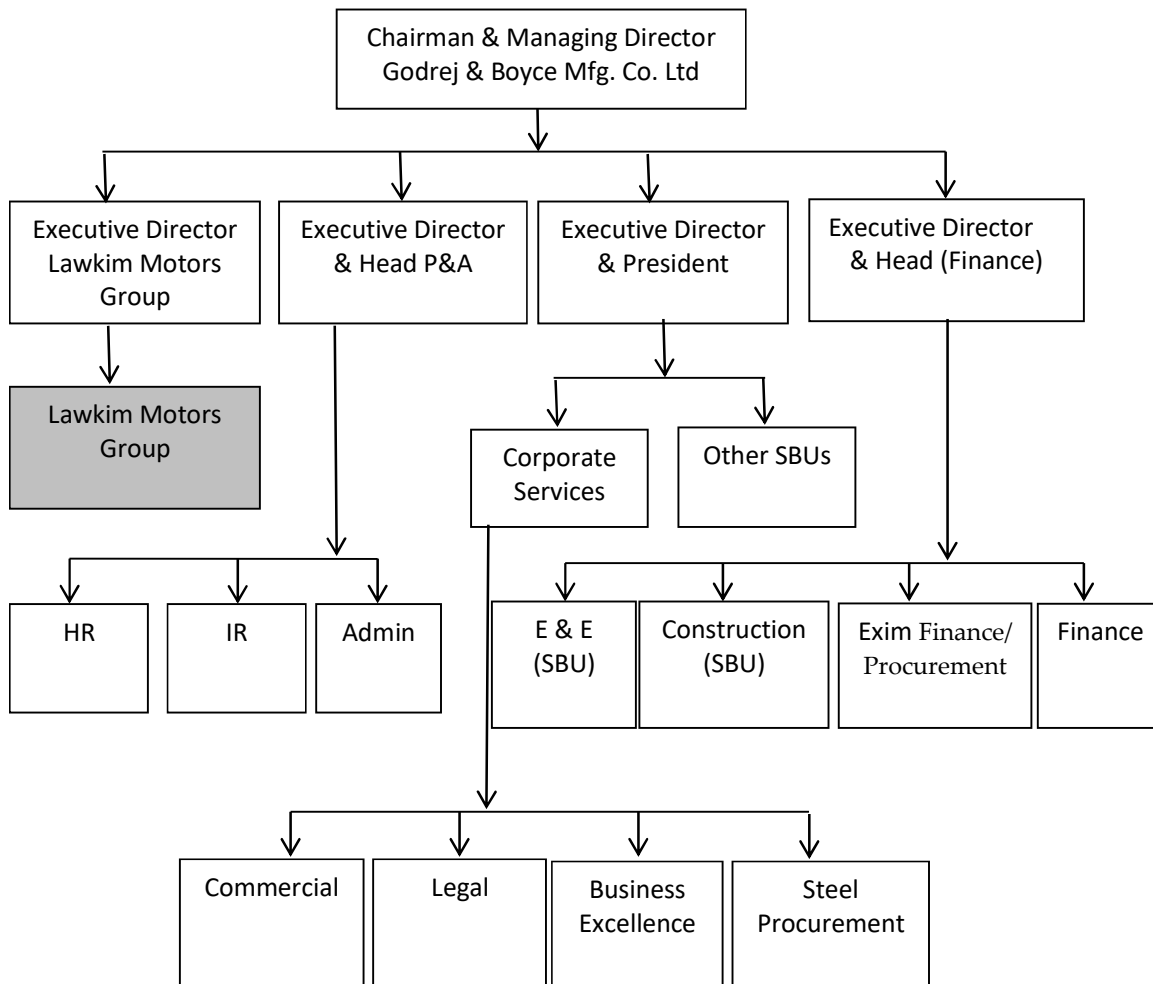
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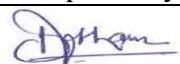
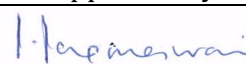
5.3- The Laboratory Management System fully covers the services with ranges of calibration carried out in the laboratory at permanent, onsite & Mobile facilities (Refer FL-QM-29). Mobile calibration facility is available at Chennai location only.

5.4- The established system ensures the fulfilment of the requirement of the ISO/IEC 17025:2017. The laboratory activities focus on satisfying the needs of customers and regulatory bodies for range of facility e.g. permanent, onsite & mobile facilities. The laboratory follows the rules set by National Accreditation Board for Testing and Calibration laboratories (NABL).

5.5a - **Organisation Chart-**

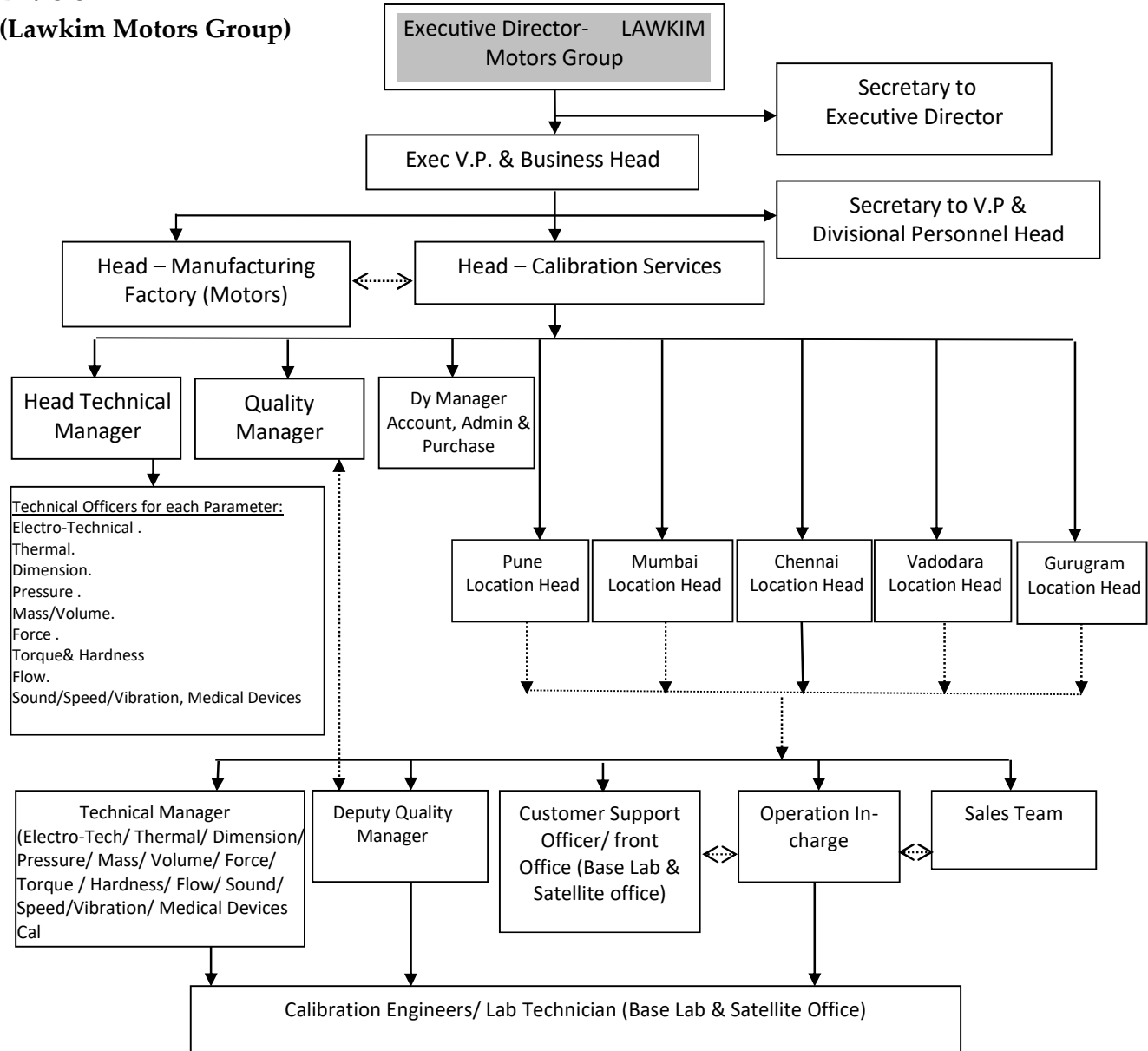
Parent Organisation



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**Division
(Lawkim Motors Group)**



5.5b - All person who manage, perform and verify calibration work affecting quality and services have the defined responsibility and authority. The responsibilities and accountability of designations mentioned in organisation chart is as follows:

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1.Executive Vice President & Business Head – Overall responsible for directing and controlling company’s operation in consultation with Executive Director. Takes policy decision and approve corporate strategies on calibration activity of Godrej & Boyce Mfg Co. Ltd. He is also has responsibility and authority to carry out all the legal formalities regarding the Calibration Laboratory.

2.Head-Calibration Services- He is overall responsible for calibration activities within the Godrej calibration services division. He is responsible for managing portfolio of Calibration Services. He reviews and approves resources requirements given by all calibration labs and sets organisational targets, chair Management Reviews Meetings.

3. Location Head - He is overall responsible for calibration activities at their location. He is responsible for provision of necessary resources to enable effective implementation of the management systems in the laboratory.

4. Quality Manager:

The major functions of Quality Manager are:

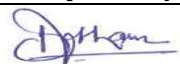
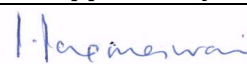
- Design, develop, and ensuring the implement the management system.
- Review and Issue and improvements of Management system Documents
- Interaction with NABL.
- Arrangement of Internal Audit and Management Review.
- Arrangement for Training of Personnel for all location.

5.Head Technical Manager: He/she has overall responsibility towards operations of calibration activities including quality performance of laboratories. Supervises the work of technical officers which are appointed for each parameter. Approves the technical documents. Initiate actions for expanding accreditation activities in new disciplines / fields.

6.Technical Officer: He/she has overall responsibility of Preparation , Amendment and Updating all work Instructions and technical formats and issuing the same to all laboratories.

7.Technical Manager (Electro-Technical / Thermal / Mechanical/Fluid-Flow/Medical Devices):

- He is the Authorize signatory.
- Maintenance of Laboratory equipment’s.
- Periodic calibration of Laboratory equipment’s.
- Request for training of personnel to Quality Manager.
- Approval of calibration results & Calibration Certificates.
- Participation in Inter-Laboratory comparison , conduct Replicate and retained calibration, Intermediate check.
- Review of Customer enquiries, orders & service request forms.
- Give requirements to Location head for purchase of supplies and services.
- Performs activities like Customer feedback analysis, registering and resolving the Complaints, Control of non-conforming calibration work.

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