

WORKSHEET

Lesson 2.4 Organisation Structure

Structure Analysis

Review your organisation's current structure and create:

1. A basic organisational chart showing reporting relationships
2. List the key roles currently in place
3. Identify any gaps where responsibilities might need to be clarified or refined

Role Mapping

Fill out the table below for at least 3 key quality-related role in your organisation.

Note: One person could have multiple roles.

| Role & Responsibilities | Name | Reports to | Gaps / Opportunities |
|--|------|------------|----------------------|
| Quality – person with overall responsibility of the quality system | | | |
| Top Management – ensure resources and commitment to quality | | | |
| Process owners - verify conformance or internal processes | | | |
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