

HEXATECH	HUMAN RESOURCES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Job Descriptions Procedure	Revision No.: 0		Document Ref: HRA-PRO-01

Purpose:	This document shall apply to all job descriptions developed for and maintained by the Company.
Scope:	The purpose of this procedure is to establish a standard approach for creating and maintaining job descriptions.
ISO Reference:	MS ISO 9001:2017 Clause No. 7.2

Step	Activity	Responsibility	Reference
1	The Human Resources Manager (HRM) shall notify the Department Manager in writing when job descriptions need to be developed or revised and dates by which they must be completed; distribute copies of existing job descriptions and new job description forms to complete; and assist the Department Manager in the appropriate completion of the job description, on an as-needed basis.	HRM MD/CM/PM/ MM/EM/IM	Job Descriptions
2	The Department Manager shall generate or revise job descriptions to accurately describe the requirements of the position; return completed job description to HRM.	MD/CM/PM/ MM/EM/IM	
3	HRM shall review job descriptions and development plans received from the Department Manager to confirm completeness and ensure applicable requirements are met; recommend modifications to the Department Manager, where appropriate; approve all job descriptions and development plans where applicable requirements have been met; provide a copy of approved job descriptions and development plans to the Department Manager.	HRM	
4	The Department Manager shall review the job description and development plan with the employee.	MD/CM/PM/ MM/EM/IM / HRM	

End