



## Procedure Manuals

The entire organisation structure was redefined and the levels of hierarchy fixed. Authority and responsibility levels were established and job profiles drawn up to ensure that proper balance exists between segregation of duties and functional efficiency . Facilitation Workshops were held and presentations were made with the help of Flow charts and data flow diagrams for better perception of proposed organisation structure. The inputs from the Human Resources Department ( HRD) was obtained for revamping the organisation structure.

Multiple authority levels were reduced and responsibility clearly established which provided substantial savings to the organisation. Functional responsibilities were assigned to process owners so that Measures of Performance (MOPs) fixed are relevant.

A Procedure Manual was established incorporating the best practices with regard to documentation and reporting methodologies. Data consolidation was done with the help of ACL and Caatalyze audit tools.

A company with both active local and export markets has a wide network of production and distribution channels. The auditing functionaries were finding it extremely difficult to report on the activities due to varied documentation and reporting methodologies followed. Business was booming, but who will set the house right....