ORGANIZATIONAL CHARTS

**1.0 PURPOSE AND SCOPE**

Organizational charts are used to depict the internal organizational relationships in and between departments. The structures of the charts indicate levels of authority and responsibility at PCB Piezotronics, Inc. and the Larson Davis Division (LD).

**2.0 AFFECTED DEPARTMENT**

All departments affected.

**3.0 REFERENCE DOCUMENTS**

D0001.1004 Job Description

**4.0 RESPONSIBILITIES & AUTHORITY**

The General Manager is responsible for ensuring compliance to this procedure.

**5.0 DEFINITIONS**

GM - General Manager

HR - Human Resource

LD - PCB Piezotronics, Inc / Larson Davis Division

**6.0 SAFETY PRECAUTIONS**

Not Applicable

**7.0 EQUIPMENT & MATERIALS**

Access to the program containing the organizational charts

1. **INSTRUCTIONS**

Each department within the company has an organizational structure listing the current positions by name and job title.

HR maintains a current job description for all positions within the company.

When new positions are created, HR assists the hiring manager in writing a job description for the new position. The job description is written prior to hiring for that position and entering that position into the organizational chart.

HR publishes an organizational chart monthly. This document is controlled by HR and is referenced by date on the released document.

**9.0 INSPECTION**

Not applicable

**10.0 RECORDS**

The Organizational Chart is maintained and revised by HR and posted monthly by the GM.

1. **DISTRIBUTION**

A copy of the Organizational Chart is available electronically on the shared network drive R/Provo/Human Resources/Organizational Charts PCB and LD folder.

**12.0 REVISION HISTORY**

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| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| 572 | C | 7/17/03 | CD | Updated procedure to current process. |
| 1024 | D | 7/23/07 | HKB | Updated to PCB Piezotronics, Inc / Larson Davis Division procedure |
| 1108 | E | 5/16/08 | DAR | Update |
| 1384 | F | 4/24/12 | DAR | Updates to location of Org Chart and other minor changes. |
| 1561 | G | 5/8/15 | DAR | Update date reference and location reference. |
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