

	No separate function	Position	Department	Division
Marketing				
Construction preparation				
Technological preparation				
Design and investment management				
Production implementation				
Renovations and power supply works				
Transport				
Accounting activities				
Finances management				
Payroll management				
Human resources				
Social and welfare				
Interpersonal relations				
Supply				
Market				
Legal and organization				
Asset management				
Prevention (OH&S, fire protection, property protection)				

What is the lowest level of hierarchy in the organization where competencies to make given decisions are placed?

	Executive staff	Line managers	Department managers	CEO	Beyond organization
Defining the production level					
Defining the production program					
Promotion decisions					
Supplier selection					
Creating new jobs stations					
Creating new units					
Defining goals					
Determining purchasing policy					
Deciding to introduce overtime					
Opening new markets					
Allocating of the workers to tasks					
Decisions about the production schedule					
Determining the course of work in administration					
Choosing training opportunities					
Decisions regarding new technologies					

Which of the following documents is used in the organization?	
Statute	
Organizational Regulations	
Service Book	
Organizational Structure Diagram	
Document Circulation Cards	
Work Regulations	
Internal Control Regulations	
Terms of Legal Services	
Regulations of the Supervisory Services	
Quality Control Regulations	
Secretarial Instructions	
Instructions on documenting cash transactions and payroll	
Instructions for the receipt of deliveries of materials and forwarding of goods	
Rules and procedures for observing state and professional secrecy	
Inventory Instruction Manual	