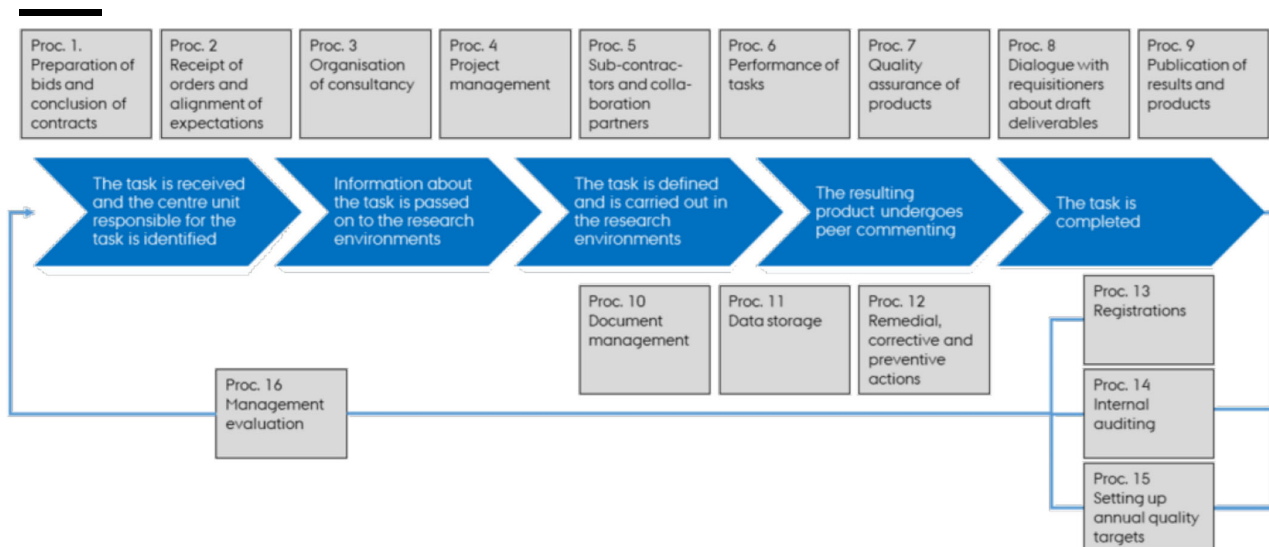


COMMISSIONED WORK QUALITY MANAGEMENT

Professor Jørgen E. Olesen

AU QUALITY MANAGEMENT SYSTEM



This procedure applies NOT only to public sector consultancy, but to all consultancies !!!

WHEN DO WE APPLY THIS PROCEDURE?

When the activity cannot be categorized as research

Consultancies for the public sector
Consultancies for private business or organisations

NOT when
We conduct routine commercial activities (e.g. chemical analyses)

RESPONSIBILITIES

The department management team is responsible for appointing a project manager and, if necessary, for involving the centre unit to ensure that all relevant research environments are consulted.

If relevant academic competencies for the task are not readily available, the area coordinator/head of section is responsible for resolving this.

AU Finance is responsible for ensuring that relevant standard information (e.g. turnover and number of employees) and statements/certificates (e.g. certificates from the Danish Business Authority) are available and up to date.

The department responsible for performance of the task is responsible for the academic/scientific content in the bid and for the finances of the agreement. The respective centre unit is responsible for ensuring that the bid is in accordance with the objectives described above, and that the contract is legally valid.

PROCEDURES

If in doubt on whether to apply the procedure, contact head of department

DCA should be involved with procedure 1 (e.g. Ulla Bertelsen, Jes Høgh)