



16th August 2010

For the attention of the Quality Manager

Re: Changes to Butterworth Laboratories Limited Management Structure

Dear Quality Manager

The management structure at Butterworth Laboratories Ltd has recently undergone some minor changes to allow room for career progression for junior members of staff. As part of our Change Control requirements we are informing all clients of these changes.

The four Senior Managers, who are part of the Management Committee of the Company, have had a change of job title to Head of Analytical Operations; Projects; Quality Assurance & IT and Business Development. There is no significant change to their roles within the company.

Steve Andrews our Deputy QA Manager has taken on the responsibility of Archivist from Albert Kitson. Albert retains his position of Accounts Manager, but with the introduction of a new Accounts software package this autumn and the ongoing expansion of the company, he needed to devote all his time to this demanding role.

Martin Boyle and Craig McConville have been re-designated Laboratory Manager - General & Inorganic and Chromatography respectively. They continue their role as both administering the throughput of work in their laboratories as well as being analysts. However, they have been requested to concentrate on the administrative aspects of the job and reduce the level of analysis they undertake.

New positions have been created for Tim Goddard and Yasin Farah as Deputy Laboratory Manager - General & Inorganic and Chromatography respectively. This is to ensure the roles of Martin and Craig are covered in their absence.

James Morgan has been designated Supervisor & Trainer - General & Inorganic, whilst Frank Judge has taken on this responsibility in Chromatography along with his role as Principal Chemist.

Lastly, Michael North has been appointed Senior Projects Analyst to ensure the Projects Team always have access to a skilled analyst.

Overleaf is a Company Organogram which illustrates these changes. If you have any questions, please do not hesitate to contact the Quality Assurance department.

Yours faithfully

Doris Butterworth
Managing & Technical Director

Butterworth Laboratories Organogram

