

Responsible The Person in charge of the process/activity. Person responsible for doing

Accountable The Person the Responsible Person reports to and/or who must sign off on decisions. Accountable for decisions or delegations

Consulted People who will be involved in discussions (consulted) about the process/activity

Informed People who will need to be informed about the process/activity

Note:

There should normally be only one person identified as 'R' Responsible per process/activity, however, it is acceptable to have more than one person identified as responsible

There should normally be only one person identified as 'A' Accountable per process/activity, and a person can be identified accountable and responsible for the same activity