



	PRD/QA	Activity	Responsibility	Stores
PLAN		Prepare <u>Tool holding and capital asset list</u> for those given to suppliers by KGIL . Receive <u>Monthly production plan</u> from MKTG.		
DO		Prepare <u>monthly Jobwork Supplier production plan</u> Prepare <u>monthly RM requirement for suppliers</u> as per production plan	Store Head	Provide material to suppliers as per requirement from SCM
DO		Inform to store through material requisition . Ensure timely issue of material to suppliers from stores Monitor supplier end production activity . Coordinate tooling PM & breakdown mnt. Activity for suppliers toolings .	Store Head	
CHECK		Prepare monthly delivery performance report of jobwork suppliers . Organise supplier QMS audit on monthly basis through QA .	Store & quality Head	
ACT		For the suppliers not fulfilling the expectation call for discussion and prepare MOM for the improvement plan .	Store Head	

Note - Underlined text above indicates documents & records..

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Page: 1/1

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