



	Engineering	Activity	Responsibility
PLAN		Receive Cust.Drawing & RFQ for Developments Enter details in <u>Development Record</u> . Carry out <u>Enquiry review</u> against criteria & decide acceptance. If there are any issues discuss with customer & try to resolve . If not resolved then regret . if acceptable hand over drawing & Sample to Engg.Dept.for development .	MGR . MKTG.
DO	Prepare Tool Costing. Submit sample to Mkt.	Get <u>tool costing</u> from engg. & forward for customer approval. Prepare <u>Comp.Costing</u> & forward to customer for approval. After approval get samples from engg. & forward to customer with SIR. After sample approval follow up for <u>PO</u> & Schedule. * Enter Sale Order in focus ERP Carry out <u>Order review</u> on receipt of each PO. Resolve Differences if any.	MGR . MKTG.
CHECK	Prepare Pilot Lot	Follow up with QA for sending pilot lot to customer. Ensure no issues . If needed discuss with QA & resolve. Plan <u>Dispatch Schedule</u> forward to PRD & follow up for Schedule Completion.	MGR . MKTG.
ACT		Receive & forward ECN to ENGG. Confirm any effect on component costing. Ensure that ECN is reflected in in production & quality documentation . Ensure ECN implementation is done by production / QA .	

Note - Underlined text above indicates documents & records..

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