



Responsibility & Authority



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Department

Factory Control

Division

Works

DIVISION HEAD - FACTORY CONTROL

1. Overall System Planning, development and operational control of Factory Operations.
2. Planning and approval of yearly Budget and Business Plan of Factory Control Division.
3. KPI Control and BP control for the Factory Control Division.
4. Review periodically the effectiveness of the Operations & Supply Chain system in factory & plan improvements.
5. Effective relationship management between sites for smooth coordination and maintaining cust. delivery as per norms.
6. New Product Development overall control and direction to meet QCD targets, MFLo and MQCD Development.
7. Ensure QCD performance of FC division as per Periodic Review.
8. Training, education, Team Building and motivation of team.

HOD - FACTORY CONTROL

1. Managing, Control & Improving - Functions of FC (PPC, ERP, Dispatch, Ware House & NPD).
2. Review Yearly Performance of the team & Review and Revision of Organization Structure of department.
3. Co-ordination/Conducting Daily HOD Meeting.
4. Review effectiveness of FC functions -> Monthly MIS -> Preparation & Presentation of Monthly MRM.
6. Business Plan (Budgeting, Man Power) - Preparation and Review.
7. Mid Term Plan -> Business Plan Activity Tree (L3 & L4) -> PDCA Sheet, SA Sheet - Preparation and Review.
8. Ensure continual improvement and Error free working -> GENBA check of process, Review & improvement.
9. Team Building, Training, Discipline & Motivational activities.
10. MQCD Production System Audit, MIQC Circle, IATF/OSHAS, Customer Audits related activities.
(Production System - Policy Control, Capacity Control, Production Planning & Control, Shipping Process, Purchase, Inventory & Control)

SECTION HEAD - FACTORY CONTROL - PPC & DISPATCH

1. Establish system & system enhancement for production control (PPC + Dispatch) in factory control.
2. Ensure timely release of Production & material plans to concerned sections.
3. Ensure 100% delivery as per agreed plan.
4. Inventory Control system establishment.
5. Packaging development & enhancement for FG & WIP.
6. Monitor customer complaints due to Delivery problems & corrective actions implementation & monitoring.
7. Preparation of Business plan document for the section.
8. Ensure working of PPC functions in accordance to the business plan objectives.
9. Identifying the training needs of subordinates and provide training as per requirement.
10. Ensure 5S maintenance in Factory control .
11. IATF 16949 implementation.
12. Logistics planning & control for dispatch function.
13. Build out control Management.
14. Bin management & Contamination Control.
15. MQCD related activities of the section.

MEMBER - PPC

1. Long term & day wise prod plan preparation & release .
2. Long term & day wise Raw material plan preparation & release .
3. Review of production & parts Plan Vs Actual & systematically reducing the differences.
4. Coordinating for RM shortage minimization for all sections with concerns.
5. ECN control & coordination.
6. 100% delivery of FG parts as per dispatch schedule .
7. MIS Preparation.
8. Assistance to new project development.
9. Dead stock minimization assistance.
10. Packing material planning & indenting.

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MEMBER - DISPATCH

1. Controlling of Daily dispatch as per customer schedule making vehicle loading plan & controlling.
2. Daily Dispatch reports preparation & sharing with concerned members:
3. Coordination with Bin cleaning out source supplier for maintain the stock of bins.
4. Material receiving from lines with Bar code.
5. Clean bins issuance to line with respect to production plan.
6. Arranging packing material for line & issuance on the line as per plan.
7. Follow up with production team for material shortage.
8. Controlling of Customer receipts and Customer Bin RGP's.
9. Monthly Bins Reconciliation & ordering of new bins.
10. Coordination with sales for delivery related issues.
11. Bins receiving from outsource supplier & cross checking of quantity & quality.
12. Updating of Dispatch plan vs actual customer wise & part wise.

SECTION HEAD - FACTORY CONTROL - WAREHOUSE

1. Establish system & system enhancement for Warehouse in FC.
2. Establishing and System Enhancement for Inventory monitoring & control.
3. Budget Planning for Warehouse section including Expenses, Investment and Business Activities for the FY.
4. Material Stocking and data System Enrichment.
5. Ensuring the Working as per Procedures in line with Business Plan Objectives.
6. Ensure FIFO, 5S & OHSAS maintenance in warehouse.
7. IATF 16949 implementation
8. Continual Improvements and Implementation in view of Customer Satisfaction.
9. Departmental Job Quality enhancement through Training & Education Plan Development.
10. Meeting the Internal & External Auditor requirement.
11. Guiding & Motivation of Subordinates

MEMBER - WAREHOUSE DIRECT

1. Monthly closing posting (Consumable /Non Stock able)
2. Return Order /Sales return/Incoming bills reconciliation with finance/No order posting pending confirmation.
3. Job Work reconciliation of Direct Material & follow-up for closing within specified period.
4. Physical Inventory of all MRM/MBP/MF/Y/W with U/I & rejection Material.
5. RGP/J1/Sozai bins status at Vendor end & reco with Vendor.
6. Discrepancy status (area wise) surprise audit for receipt/packing standard.
7. Pending bills of Direct Material /Indirect Material /Supp. bills clearance & provision accordingly.
8. NC (Internal /External) During Audit.
9. Kaizen Improvements in Warehouse & Concern area.
10. Rejection (Jobwork+Vendor) movements within specified period.
11. Vendor bins smooth movements.
12. Customer complain (Internal/External) status & analysis.
13. To Ensure Inventory Variance level as per norms.(KG/Nos.)
14. Safety Consumable issue as per norms & monthly schedule.
15. Complete posting & ledger updating.
16. Updation of Non stock able items.

MEMBER - WAREHOUSE - INDIRECT

1. To Ensure Indirect material Inventory variance level in Indirect material. (Oil, lube, packing material, die, tools maintenance items) as per Norms.
2. Posting of Indirect materials (Tools/Die/Maint spare/Lubes/Pkg. Material).
3. Job Work material reconciliation for Indirect Material & follow-up for close specified period.
4. Inventory level of oils & lubes within plan.
5. No MRN pendency of Indirect Material.
6. Separate storage of Capital & regular items.
7. Ensure customer satisfaction internal/external analysis & countermeasure.
8. Ensure the material issuance with in norms.
9. Ensure consumption posting of material in system.
10. Ensure to oils & lube planning as per consumption plan.
11. Scrap disposal of cutting tools.
12. Quality order posting of indirect material in system.
13. Inventory variance control & analysis.
14. Internal & External Audits documentation.

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SECTION HEAD - FACTORY CONTROL - NPD

1. Coordination for the preparation of QCD evaluation documents, review mtgs etc. & update in space finder.
2. Preparation of the QCD process flow in space finder as part of preparation of QCD evaluations in space finder.
3. Coordination for new project trials & its control .
4. Coordination & control of other trials including alternate source, contingency, official notifications, other special requirements of the customer & MSI.
5. Packing standard preparation, proposal & coordination for the timely approvals from the customer.
6. NPD Documentations & related activity.
7. NPD weekly & monthly reviews with management & weekly presentations/report sharing to MD san.
8. BP activity- Budgetary plan of NPD items.
9. Coordination with B'lore team for Weekly reviews & report sharing of the NPD status in B'lore.
10. Risk assessment to start mass production of a new model, its analysis & report sharing with management.

MEMBER - NPD

1. Preparation of trial plans & control of the actual as per plan by coordination with all concerned sections.
2. Coordination for arranging the resources like material, machine, documentation, packing, tooling etc. for the development parts .
3. Preparation of the packing standards & follow up for the procurement with vendors & purchase.
4. Supplier schedules & follow up of the material with Purchase for development trials.
5. Daily NPD meetings with the project team for the current NPD activity.
6. Preparation of the Weekly review documents like issue list etc. & organizing the weekly review with management & coordination with all concern department members for closure of weekly NPD open points .
7. NPD documentation making of FC section like MCP etc.
8. Packing standard preparation , pkg proposal submission to sales.
9. Discussion with project team for risks & problem points & problem solving /countermeasure.
10. Packing material indent & ordering.

SECTION HEAD - FACTORY CONTROL - ERP

1. Making Financials data for Direct Material with thorough reconciliation process.
2. Making Financials data for In-Direct Material with thorough reconciliation process.
3. Ensuring smooth flow in Invoicing process by implementing legal requirements.
3. Preparation of JW Debit Sheet.
4. Preparation of Process cost debit sheet.
5. Ensuring and judging the Scrap reconciliation.
6. Validating the sales corresponding to the material scrapped to reduce the same from RMC.
7. Co-ordination and overall control of physical inventory process monitoring by PDCA.
8. Checking of Raw Material consumption with respect to BP and Naryuki.
9. Creation and management of masters in Navision 2013.
10. Ensuring the Working as per Procedures in line with Business Plan Objectives.
11. ERP System Development & Modification as per the Company Requirements.
13. Management of audits criteria's and IATF 16949 implementation
14. Continual Improvements and Implementation in view of Customer Satisfaction.
15. Departmental Job Quality enhancement through Training & Education Plan Development.
16. Meeting the Internal & External Auditor Req.

MEMBER - ERP

1. Making Financials data for Direct Material with thorough reconciliation process.
2. Making Financials data for In-Direct Material with thorough reconciliation process.
3. Cut Off Master preparation for the month.
4. Adjustment of Scrap and monitoring of day wise scrap process.
5. Item code creation in Navision.
6. Closure of manufacturing RPO's.
7. Controlling of daily activities for manufacturing movements on shop floor.
8. Daily MIS circulation to concerns for updating current actuals for Sales and Shop Floor plan.
9. Co-ordinating for physical stock process.
10. Making of daily Sales Invoice, Delivery Challans, Export Invoice, Rejection Return Invoice etc.
11. Submission of Sales Invoice, Delivery Challans, Export Invoice, Rejection Return Invoice etc. to Finance.
12. Controlling of Manual slips movements and closure.
13. Collection of Audits data.
14. Tracking of Customer receipts and Customer Bin RGP's.
15. Generation of E Way Bill for Sales Invoice and Delivery Challan.

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