

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.

Responsibility & Authority

Doc No :LKM/SLS/DI/18-D

Rev No&Date : 00/01-08-2017

Store Incharge Activities

S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No
1	Ensuring 1S & 2S activities in all FG Stores.	Sales Team	****	LKM/QMS/DI/26
2	FG stores inventory management. (maintaining minimum & maximum stock level)	Production, Purchase	Plan Vs. Actual	LKM/SLS/DI/20
3	Daily FG inward and outward stock reporting.	Sales Team	Inward & Dispatch register, Plan Vs. Actual- receipt report	LKM/SLS/DI/20
4	Monitoring & ensuring the stock transfers in ERP.	Production, Purchase, ISD	FGTN	LKM/SLS/DI/21
5	Dispatch and Kit Packing manpower allotment and utilizes it efficiently.	HOD	Plan vs. Actual	LKM/SLS/DI/20
6	Review of Container opening stock and arrange to users.	All Location	Container Register	Supporting Document
7	Clearance of customer complaint / Rejection	QAD, Finance	Customer Rejection& Compliant Document	LKM/QAD/DI/58
8	Maintenances of material handling equipment's	PMD	Trolley Register	Supporting Document
9	Stores dock audit.	Sales Team	****	****
10	Packing material indent and follow up.	Consumable store	Indent Note	Supporting Document
11	Supervising and co-ordinating with store teams in daily activities. (material movement, handling, maintaining stocks in dedicated areas)	Sales Team	****	****
12	Guiding for material stocking in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16
13	Preparing the below MSL parts list & follow up.	Production, Purchase, Sales Team	Daily report of Below MSL	****
14	Ensuring preservation of materials.	Sales Team	Preservation check list	LKM/SLS/DI/07
15	To continually update, guide & train all team members in store functions.	Sales Team	Training records	Supporting Document
16	Maintenance of QMS Documents & Compliance.	Sales Team, QMS	****	****
17	Inventory maintenance & monitoring of stock taking of A,B,C,D class parts.	Sales Team	Perpetual Inventory Register	LKM/SLS/DI/14
18	To maintain correct inventory of the store, accordingly do the stock correction plan.	Sales Team	Perpetual Inventory Register	LKM/SLS/DI/14
19	Ensuring the packing slip for all dispatching materials.	Sales Team	Packing slip	LKM/SLS/DI/24
20	Responsible for safe material storage and handling with zero accidents.	Sales Team	Accident reports	****
21	To ensure the maintenance of all internal records of FG store.	Sales Team	****	****
22	Monitoring the weighing scale calibration frequency & maintaining records	Sales Team	Weighing Scale Calibration Monitoring Check Sheet	LKM/SLS/DI/26
23	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****
24	FG store & departmental Improvement activities. (CIP)	Sales Team	CIP Register	LKM/PRD/DI/70
25	People Development / Team Management, (Organizing the training for staff, as well as monitoring staff performance & progress.)	Sales Team	Training records	Supporting Document
26	Manage store staff issues & efficient utilization of manpower.	Personal, Sales Team	Manpower register	Supporting Document

27	Any other Job assigned by HOD.	Sales Team	****	
Additional Responsibility				
S.N o.	Key Role		Responsibility	
1	RM industry Schedule Followup		Shanmugam.T	
2	Weigh Scale calibration monitoring		Shanmugam.T	
S.No.	Authority	Co - Ordination	Reference	
1	Sanction for OT Slip and Outpass			
Prepared by :		Approved by :		