

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

Responsibility & Authority

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

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

Stores Operator Activities

S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No
1	Maintain 1S & 2S activities in all FG Stores.	Sales Team	****	LKM/QMS/DI/26
2	Man power monitoring.	HRD	Man Power Register	Supporting Document
3	Material Receipt as per the schedule from RM store & Production, and document follow ups.	Sales Team, Production, Purchase	Plan Vs. Actual, RM & Production Inward register	LKM/SLS/DI/20
4	Material storage in proper location with identification.	Sales Team	FIFO priority index	LKM/SLS/DI/16
5	Follow in 3R Activity. (Right Qty & Quality& Location)	Sales Team	****	****
6	Material stocking in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16
7	Dispatch plan preparation.	Sales Team	Dispatch planning Register	Supporting Document
8	FGTN Updation in ERP	Sales Team, ISD	FGTN	LKM/SLS/DI/21
9	Stock tacking for A,B,C,D class as per plan.	Sales Team	Perpetual inventory register	LKM/SLS/DI/28
10	KIT Swing arm packing and dispatch	QAD	FGTN	LKM/SLS/DI/21
11	Packing Arrange to daily Dispatch plan	Sales Team	Packing STD	****
12	To ensure the packing slip in all dispatch parts.	Sales Team	Packing slip	LKM/SLS/DI/24
13	Preservation & records maintaining.	Sales Team	Preservation checklist	LKM/SLS/DI/07
14	Rejection material unloading verifying the invoice and material handling to store In charge.	Sales Team	***	****
15	FG store internal records maintenance.	Sales Team	Inward and Dispatch register	Supporting Document
16	Improvement activities.	Sales Team	CIP Register	LKM/PRD/DI/70
17	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****
18	Stock conversion for New parts Followup	HOD	****	****
19	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****
20	Any other Job assigned by HOD.	***	***	****
21	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/30
S.No.	Authority	Co - Ordination	Reference	
1	Sanction for OT Slip and Outpass for CL			

Prepared by :

Approved by: