

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.				
Responsibility & Authority		Doc No :LKM/SLS/DI/18-G Rev No&Date : 00/01-08-2017		
Dept Improvement Activity				
S.No .	Responsibility & Authority	Co - Ordination	Reference	Document No
1	Troax / New customer Dispatch planning	Sales Team	***	***
2	New parts packing standard preparation.	***	***	***
3	New product packing activities.	Sales Team	***	***
4	TAFE(FED) Non moving part follow-up	Production , Purchase	Non moving sheet	****
5	NPD Followup	Sales Team	***	
6	New container manufacturing follow up and Accounting of new container and update in Master list.	HOD	****	****
7	Kaizen Result updation Monitoring	Sales	Kaizen file	LKM/QAD/DI/130
8	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/30
9	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****
10	Provide suggestions /feedback to improve store productivity	Sales Team	CIP Register	LKM/PRD/DI/70
11	Any other Job assigned by HOD.	HOD	****	****
Additional Responsibility				
S.N O.	Key Role	Responsibility		
1	All Customer Trolley design & Fabrication	Manoj Kumar.K		
2	TAFE(FED) Non moving part follow-up	Manoj Kumar.K		
3	New parts packing standard preparation.	Manoj Kumar.K		
Prepared by :		Approved by :		