

**Dispatch Loading / Unloading Supervisor Activities**

S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No
1	Trolley opening stock taking and empty Trolley / crates arrangement.	Sales	Trolley opening stock Register	Supporting Document
2	Maintain 1S & 2S activities in all FG Stores & All Loading bay	Sales Team	****	LKM/QMS/DI/26
3	Material storage in proper location with identification.	Sales Team	FIFO priority index	LKM/SLS/DI/16
4	Dispatch list updation in ERP, making invoice.	Finance	ERP	LKM/SLS/DI/08
5	Critical Material Follow-up	Sales Team	*****	LKM/SLS/DI/20
6	KIT Swing arm packing and dispatch	QAD	FGTN	LKM/SLS/DI/21
7	Vehicle loading as per sales check list in front of QA & driver.	QAD,Transport	Check list	LKM/SLS/DI/23
8	Follow in 3R Activity. ( Right Qty & Quality & Location )	Sales Team	****	****
9	Maintenance trolley escalating to PMD	PMD	Trolley work Register	Supporting Document
10	Dispatch vehicle Register maintenance	Sales	Dispatch Register	Supporting Document
11	Empty unloading activities and updated the register.	Sales	Dispatch Register	Supporting Document
12	Rejection Material unloading verified the invoice and materials and handover the store in charge.	QAD, Finance	Customer Rejection Register	LKM/QAD/DI/58
13	Dispatch Activities & departmental Improvement activities. (CIP)	Sales Team	CIP Register	LKM/PRD/DI/70
14	Any other Job assigned by HOD.	HOD	****	****
15	Log Book maintenance.	Sales Team	Sales LOG Book	Supporting Document
S.No.	Authority	Co - Ordination	Reference	
1	Sanction for OT Slip and Outpass for CL			

Prepared by :

Approved by: