

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.				
Responsibility & Authority			Doc No :LKM/SLS/DI/18-B Rev No&Date : 00/01-08-2017	
<b>Planner Activities</b>				
S.No.	Responsibility	Co - Ordination	Reference	Document No
1	Sch vs Supply analysis.	HOD	Sales Projection	LKM/SLS/DI/20
2	Sales Planning and schedule releasing.	HOD & ED Sir	Schedule	LKM/SLS/DI/05
3	Vehicle turn around time monitoring	Sales Team	***	***
4	Vehicle audit to be completed for new and regular vechicles on monthly basis.	Transport	Vehicle audit Check list	LKM/SLS/DI/51
5	Hard & Soft Copies of File Maintenance.	Sales	****	Supporting Document
6	Customer Communication.	Customer	Mail	****
7	Co-ordination of Training activities.	HRD	Training records	****
8	Customer satisfaction survey report preparation	Customer	Customer Satisfaction	LKM/SLS/DI/29
9	Clearance of customer complaint / Rejection	QAD,Finance	Customer Rejection& Compliant Document	LKM/QAD/DI/58
10	Delivery Rating & Sales Loss updation	HOD	sales report	****
11	Manpower manage and utilizes the efficiently.	Sales	****	****
12	Dispatch and Kit Packing manpower allotment and utilizes it efficiently.	HOD	Plan vs. Actual	LKM/SLS/DI/20
13	Maintenance of Premium freight.	Production, Purchase, Finance	Premium freight Register	LKM/SLS/DI/27
14	Sales Presentation analysis	QMS	Presentation	Supporting Document
15	Production and Purchase commitment follow-up	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20
16	DWM Meeting Presentation	HOD	Presentation	****
17	Trip sheet Proceed	Sales	Dispatch register	****
18	Non Moving parts details Updation	HOD	****	LKM/SLS/DI/53
19	Monthly sales report preparation.	HOD	sales report	****
20	Budget Planning.	HOD	Budget	****

S.No.	Responsibility	Co - Ordination	Reference	Document No
21	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	Supporting Document
22	DPR Analysis	HOD	DPR Presentation	****
23	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/70
24	Any other Job assigned by HOD.	HOD	****	****
25	Report to Respective HOD regarding daily updation.	HOD	****	****

#### **Additional Responsibility**

S.N o.	Key Role	Responsibility
1	Maintenance of QMS Documents & Implementation	Jannathul Firdhous
2	Sales Presentation analysis	Jannathul Firdhous
3	Monthly sales report preparation.	Jannathul Firdhous
4	Greaves Child part material followup and planning for dispatch	Siva Kumar.R
5	Quantum Dispatch plan	Siva Kumar.R
6	Vehicle Follow-up end to end from Hosur to (RPT- Mysore)	Nagaraj.R
7	U-3 Material commitment followp	Nagaraj.R

  

S.No.	Authority	Co - Ordination	Reference
1	Sanction for OT Slip and Outpass		

**Prepared by :**

**Approved by :**