

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

Responsibility & Authority

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

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

Dispatch Incharge Activities

S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No
1	Maintain 1S & 2S activities in all FG Stores.	Sales Team	****	LKM/SLS/DI/26
2	Below MSL Vs JITCALLfollow-ups	Production, Purchase	Daily commitment sheet	****
3	Dispatch planning as per customer requirement.	Sales	Plan Vs. Actual	LKM/SLS/DI/20
4	JIT CALL / MRP / BAR Code Schedule Follow up.	Customer	Customer Portal	****
5	Vehicle Planning and tracking.	Transport	*****	****
6	Check list Preparation.	Sales	Check list	LKM/SLS/DI/23
7	Production and Purchase commitment follow- up	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20
8	Critical materials follow up TVSM parts	Production, Purchase	Daily commitment sheet	****
9	KIT Swing arm packing and dispatch planning	QAD	FGTN	LKM/SLS/DI/21
10	ODC Clearance	Sales	FG. Store	LKM/SLS/DI/25
11	As per Unit-III dispatch plan stock followup & arranging vehicle for dispatch	sales Team	****	****
12	Greaves Child part material followup and planning for dispatch	sales Team	Customer Website	LKM/SLS/DI/05
13	Empty container followup for RPT dispatch plan	Customer	****	****
14	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****
15	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****
16	Provide suggestions /feedback to improve store productivity	Sales Team	CIP Register	LKM/QMS/DI/30
17	Any other Job assigned by HOD.	HOD	****	****
S.No.	Authority	Co - Ordination	Reference	

1	Sanction for OT Slip and Outpass for CL			
Prepared by : Approved by :				