Elkayem

Daily Work Management Checksheet Unit I&II&III- Poovizhi N

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Sl.No.	To Do	Target	QMS	Finance	TVSM	Sales Team									Frequency
			Meganathan	Ashok kumar / Suresh	J.Prakash	Prabhakaran	Sivakumar	Janna	Baskar / Shanmugam.N	Thamotharan / Prem Kumar	Balaji/mari/madhesh	Nagaraj / Puviyarasu	Praveena / Uma	Manoj Kumar/ Deepa	
A	Routine Work / Important														
1	Maintain 1S & 2S activities in working area.	100%													Daily
2	Daily Sales MIS updation.	100%													Daily
3	JIT call performance updation day wise	100%													Daily
4	Sales Order Short close / Updation	100%													Monthly
5	MD data updation	100%													Monthly
6	COPQ Updation	100%													Monthly
7	Monthly Supply Failure Updation	100%													Monthly
8	Monthly transportation trips calculated and update in system.	100%													Monthly
9	Board Meeting PPT updation	100%													Monthly
10	Non Moving parts details Updation	100%													Monthly
11	ODC Updation	100%													Daily
12	Maintenance of QMS Documents & Implementation of new requirements	100%													As per plan
13	Any other job assigned by HOD	100%													Daily
B	Special Task														
1	Kaizen Improvement Activities	100%													As per plan
2	Preparation of Packing Standard for new parts	100%													As per plan
3	To avoid Premium freight and maintain the register.														As per plan
4	CIP data updation	100%													As per plan