

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18- J		
											Rev No&Date : 00/01-08-2017		
R.Marimuthu- JR.OFFICER (Dispatch & Stores activities)													
S.N o.	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 25-26	Actual	Target 26-27	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	Trolley opening stock taking and empty Trolley / crates arrangement.	Sales	Trolley opening stock Register	Supporting Document	Daily Followup	100%	85%	100%	O.Muniraju	Documentation	Knowledge on Accountability & Traceability	L3	L4
2	Maintain 1S & 2S activities in all FG Stores.	Stores	****	LKM/QMS/DI/26	Daily Followup	100%	80%	100%	O.Muniraju	Others	Daily Work Management	L2	L3
3	Checklist preparation.	Sales Team	Check list	LKM/SLS/DI/23	Daily Followup	100%	85%	100%	O.Muniraju	Dispatch Activity	Daily Works Management	L3	L4
4	Material Receipt as per the schedule from Production and document follow ups.	Sales Team, Production	Plan Vs. Actual, RM & Production Inward register	LKM/SLS/DI/20	Daily Followup	100%	80%	100%	M.Balaji	FG Store Activity	Knowledge about customer requirement	L2	L3
5	Packing Materials Opening stock Update the Register.	Sales	Packing Materials Stock Register	****	Daily Followup	100%	85%	100%	O.Muniraju	FG Store Activity		L3	L4
6	Monitoring & ensuring the stock transfer	Production, Purchase, ISD	FGTN	LKM/SLS/DI/21	Daily Followup	100%	80%	100%	M.Balaji	FG Store Activity	Knowledge on Software Skill	L2	L3
7	Preparing the below MSL parts list & follow up.	Production,Sales Team	Daily report of Below MSL	****	Daily Followup	100%	80%	100%	M.Balaji	FG Store Activity	Product Knowledge	L2	L3
8	Dispatch planning as per customers(TVSM,Quantum) requirement.	Sales	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	M.Balaji / O.Muniraju	Cust Followup	Knowledge about customer requirement	L3	L4
9	Rejection Material unloading, verified the invoice and materials handover the QAD in charge. Rejection invoice send to Unit-1	QAD	Rejection Register	LKM/SLS/DI/40	Daily Followup	100%	85%	100%	O.Muniraju	Dispatch Activity	Knowledge on Analytical skill	L3	L4
10	Critical Material Follow-up	Sales, Production, Purchase	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	M.Balaji / O.Muniraju	Dispatch Activity	Customer Relationship Management	L3	L4
11	Dispatch vehicle Register maintenance	Sales	Dispatch Register	Supporting Document	Daily Followup	100%	85%	100%	O.Muniraju	Dispatch Activity	Daily Works Management	L3	L4
12	Material storage in proper location with	Team Members	****	****	Daily Followup	100%	80%	100%	O.Muniraju	Dispatch Activity	Sales Department Procedure	L2	L3
13	Vehicle loading as per sales check list in front of QA & driver.	QAD	Check list	LKM/SLS/DI/23	As per plan	100%	80%	100%	O.Muniraju	Dispatch Activity	Transportar,inter&Intra communication skill	L2	L3

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14	Empty unloading activities and updated the register.	Sales	Dispatch Register	Supporting Document	As per plan	100%	85%	100%	O.Muniraju	Documentation	Daily Works Management	L3	L4
15	Maintenance trolley escalating to PMD	PMD	Trolley work Register	Supporting Document	As per plan	100%	80%	100%	M.Balaji / O.Muniraju	Documentation	Knowledge on Analytical skill	L2	L3
16	Stock tacking for A,B&C class as per p	Sales Team	Perpetual inventory register	LKM/SLS/DI/14	As per plan	100%	85%	100%	M.Balaji / O.Muniraju	FG Store Activity		L3	L4
17	Follow in 3R Activity. (Right Qty & Quality & Location)	Sales Team	****	****	As per plan	100%	75%	100%	O.Muniraju	FG Store Activity	Sales Department Procedure	L1	L2
18	KIT Swing arm packing and dispatch	QAD	FGTN	LKM/SLS/DI/21	As per plan	100%	80%	100%	M.Balaji / O.Muniraju	Dispatch Activity	Knowledge about customer requirement	L2	L3
19	Log Book maintenance.	Sales Team	Sales LOG Book	Supporting Document	****	****	85%	****	M.Balaji / O.Muniraju	Documentation	Knowledge on Accountability & Traceability	L3	L4
20	Material stocking in a minimum space and issuing by FIFO method.	Stores	*****	LKM/SLS/DI/16	****	****	85%	****	M.Balaji / O.Muniraju	FG Store Activity	Sales Department Procedure	L3	L4
21	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
22	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Efficient utilization of manpower & People Development	L2	L3
23	CL (Casual Labour) work reporting.	HOD	*****	****	****	****	****	****	****	Manpower	Industrial Safety Trainings	L2	L3
24	Any other Job assigned by HOD.	***	***	****	****	****	****	****	****	Others			
S.N o.	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass for CL												
Prepared by :										Approved by :			