

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority						Doc No :LKM/SLS/DI/18-M							
						Rev No&Date : 00/01-08-2017							
S.R.Manikandan- Jr.Officer (Dispatch)													
S.No	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 all location (LKM U3/U1/U2) and empty trolley arrangement.	Sales Team	***	Supporting Document	Daily Followup	100%	75%	100%	N.Puviyarasu	Documentation	Knowledge on Accountability & Traceability	L2	L3
2	Maintain 1S & 2S activities in all FG Stores & All Loading bay	Sales Team	***	LKM/QMS/DI/26	Daily Followup	100%	75%	100%	N.Puviyarasu	Others	Daily Works Management	L2	L3
3	Frame Opening Stock updation	HOD	***	***	Daily Followup	100%	60%	100%	N.Puviyarasu	Dispatch Activity	Knowledge on Accountability & Traceability	L1	L2
4	Frame supply updation in Plan vs Actual sheet	Sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	50%	100%	N.Puviyarasu	Sales Planning	Knowledge about customer requirement	L1	L2
5	Dispatch register monitoring.	Sales Team	Dispatch Register	Supporting Document	Daily Followup	100%	80%	100%	N.Puviyarasu	Dispatch Activity	Daily Works Management	L2	L3
6	Daily Commitment Followup	Sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	70%	100%	R.Nagaraj	Dispatch Activity	Knowledge about customer requirement	L1	L2
7	Dispatch planning	Sales Team	Plan Vs Actual	LKM/SLS/DI/20	Daily Followup	100%	70%	100%	R.Nagaraj / R.Sivakumar	Dispatch Activity		L1	L2
8	Checklist preparation.	Sales Team	***	LKM/SLS/DI/23	Daily Followup	100%	85%	100%	N.Puviyarasu	Dispatch Activity	Daily Works Management	L2	L3
9	Vehicle loading as per sales check list in front of QA & Driver.	Sales Team	***	LKM/SLS/DI/23	Daily Followup	100%	80%	100%	N.Puviyarasu	Dispatch Activity	Transportar,inter&Intra communication skill	L2	L3
10	Empty unloading activities and updating the registre	Sales Team	***	Supporting Document	Daily Followup	100%	80%	100%	N.Puviyarasu	Dispatch Activity	Knowledge on Analytical skill	L2	L3
11	Receiving the acknowledgement copy and close the trip sheet.	Sales Team	***	****	Daily Followup	100%	85%	100%	N.Puviyarasu	Documentation	Knowledge on Accountability & Traceability	L2	L3
12	Material storing in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	75%	100%	N.Puviyarasu	FG Store Activity	Sales Department Procedure	L2	L3
13	Rejection material unloading verifying the invoice with material	Sales Team	***	LKM/QAD/DI/58	As per plan	100%	75%	100%	N.Puviyarasu	Dispatch Activity		L2	L3
14	Rejection document details updation in Register and handovering the doc to LKM U-I	Sales Team	***	****	As per plan	100%	80%	100%	N.Puviyarasu	Documentation		L2	L3
15	Log Book maintenance.	sales Team	LOG Book	Supporting Document	****	100%	70%	100%	N.Puviyarasu	Documentation	Knowledge on Accountability & Traceability	L1	L2

16	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
17	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Efficient utilization of manpower & People Development	L1	L2
18	Any other Job assigned by HOD.	Sales Team	***	****	****	****	****	****	****	Others			
S.No	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass for CL												
Prepared by :										Approved by :			