

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-K		
											Rev No&Date : 01/29-12-2020		
R.Thamotharan- Jr.OFFICER (Dispatch 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%	N.Shanmugam	Documentation	Knowledge on Accountability & Traceability	L3	L4
2	Maintain 1S & 2S activities in all FG Stores & All Loading bay	Sales Team	****	LKM/QMS/DI/26	Daily Followup	100%	80%	100%	N.Shanmugam	Others	Daily Works Management	L2	L3
3	Dispatch planning as per customer require	Sales	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	N.Shanmugam	Dispatch Activity	Knowledge about customer requirement	L3	L4
4	Material storage in proper location with identification.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	80%	100%	T.SivaSakthivel	Dispatch Activity	Sales Department Procedure	L2	L3
5	JIT CALL / MRP / BAR Code Schedule Fo	Customer	Customer Portal	****	Daily Followup	100%	85%	100%	N.Shanmugam	Dispatch Activity	Knowledge About Kanban,JIT,MRP & Perimum Feright	L3	L4
6	Vehicle Planning and tracking.	Transport	*****	****	Daily Followup	100%	85%	100%	N.Shanmugam	Cust Followup	Transportar,inter&Intr a communication skill	L3	L4
7	Dispatch list updation in ERP, making inv	Finance	ERP	LKM/SLS/DI/08	Daily Followup	100%	85%	100%	N.Shanmugam	Dispatch Activity	Knowledge on Software Skill	L3	L4
8	Check list Preparation.	Sales	Check list	LKM/SLS/DI/23	Daily Followup	100%	90%	100%	N.Shanmugam	Dispatch Activity	Daily Works Management	L3	L4
9	Critical Material Follow-up	Sales Team	*****	LKM/SLS/DI/20	Daily Followup	100%	80%	100%	N.Shanmugam / T.SivaSakthivel	Cust Followup	Customer Relationship Management	L2	L3
10	Vehicle loading as per sales check list in front of QA & driver.	QAD,Transport	Check list	LKM/SLS/DI/23	Daily Followup	100%	90%	100%	N.Shanmugam	Dispatch Activity	Transportar,inter&Intr a communication skill	L3	L4
11	Dispatch vehicle Register maintenance	Sales	Dispatch Register	Supporting Document	Daily Followup	100%	85%	100%	N.Shanmugam	Dispatch Activity	Daily Works Management	L3	L4
12	Empty unloading activities and updated the register.	Sales	Dispatch Register	Supporting Document	Daily Followup	100%	90%	100%	N.Shanmugam / T.SivaSakthivel	Dispatch Activity	Knowledge on Analytical skill	L3	L4
13	Daily Dispatch Summary Sheet Updation	sales Team	Dispatch Summary Sheet	****	Daily Followup	100%	75%	100%	N.Shanmugam / T.SivaSakthivel	Documentation	Control of Documents & Records	L1	L2
15	Customer end visit for stock and Trolley verification	HOD	Customer	****	As per plan	100%	70%	100%	P.Premkumar	Cust Followup	Customer Relationship Management	L1	L2
16	Vehicle Trip sheet entry & Received the acknowledgement copy and close the trip sheet.	Sales, Finance	Acknowledgemen t Register	****	As per plan	100%	75%	100%	M.Giridharan	Documentation	Transportar,inter&Intr a communication skill	L1	L2
17	Rejection Material unloading verified the invoice and materials and handover the store in charge.	QAD, Finance	Customer Rejection Register	LKM/QAD/DI/58	As per plan	100%	85%	100%	N.Shanmugam / T.SivaSakthivel	Dispatch Activity	Knowledge on Analytical skill	L3	L4
18	Vehicle audit to be completed for new and regular vechicles on monthly basis.	Transport	Vehicle audit Check list	LKM/SLS/DI/51	Monthly	100%	65%	100%	R.Sivakumar	Documentation	Transportar,inter&Intr a communication skill	L2	L3

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14	Log Book maintenance.	Sales Team	Sales LOG Book	Supporting Document	Daily Followup	100%	80%	100%	N.Shanmugam / T.SivaSakthivel	Documentation	Knowledge on Accountability & Traceability	L2	L3
19	Dispatch Activities & departmental Improvement activities. (CIP)	Sales Team	CIP Register	LKM/PRD/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
20	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
21	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Efficient utilization of manpower & People Development	L2	L3
22	Any other Job assigned by HOD.	HOD	****	****	****	****	****	****	****	Others			
S.N o.	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass for CL												
Prepared by :										Approved by:			