

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

**Responsibility & Authority**

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

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

**N. Puviyarasu- Jr.Officer (Dispatch)**

S.No .	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 24-25	Actual	Target 25-26	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%	80%	100%	S.R.Manikandan	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%	85%	100%	S.R.Manikandan	Others	Daily Works Management	L3	L4
3	Frame Opening Stock updation	HOD	***	***	Daily Followup	100%	80%	100%	S.R.Manikandan	Dispatch Activity	Knowledge on Accountability & Traceability	L2	L3
4	Frame supply updation in Plan vs Actual sheet	Sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	80%	100%	S.R.Manikandan	Sales Planning	Knowledge about customer requirement	L2	L3
5	Dispatch register monitoring.	Sales Team	Dispatch Register	Supporting Document	Daily Followup	100%	80%	100%	R.Nagaraj	Dispatch Activity	Daily Works Management	L2	L3
6	Daily Commitment Followup	Sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	75%	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%	85%	100%	R.Nagaraj / R.Sivakumar	Dispatch Activity		L3	L4
8	Checklist preparation.	Sales Team	***	LKM/SLS/DI/23	Daily Followup	100%	85%	100%	S.R.Manikandan	Dispatch Activity	Daily Works Management	L3	L4
9	Vehicle loading as per sales check list in front of QA & Driver.	Sales Team	***	LKM/SLS/DI/23	Daily Followup	100%	85%	100%	S.R.Manikandan	Dispatch Activity	Transporter,inter& Intra communication skill	L3	L4
10	Empty unloading activities and updating the re	Sales Team	***	Supporting Document	Daily Followup	100%	85%	100%	S.R.Manikandan	Dispatch Activity	Knowledge on Analytical skill	L3	L4
11	Receiving the acknowledgement copy and close the trip sheet.	Sales Team	***	****	Daily Followup	100%	85%	100%	S.R.Manikandan	Documentation	Knowledge on Accountability & Traceability	L3	L4
12	Material storing in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	80%	100%	S.R.Manikandan	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%	80%	100%	S.R.Manikandan	Dispatch Activity	Sales Department Procedure	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%	S.R.Manikandan	Documentation		L2	L3

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15	Log Book maintenance.	sales Team	LOG Book	Supporting Document	****	100%	85%	100%	R.Nagaraj	Documentation	Knowledge on Accountability & Traceability	L3	L4
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	L2	L3
18	Any other Job assigned by HOD.	Sales Team	***	****	****	****	****	****	****	Others			
1	Sanction for OT Slip and Outpass for CL												
Prepared by :										Approved by :			