

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

**Responsibility & Authority**

**Doc No :LKM/SLS/DI/18-I  
Rev No&Date : 00/01-08-2017**

**N.Shanmugam- 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	Maintain 1S & 2S activities in all FG Stores.	Sales Team	****	LKM/SLS/DI/26	Daily Followup	100%	88%	100%	R.Thamotharan	Others	Daily Work Management	L3	L4
2	Physical opening stock taking and empty Trolley / crates arrangement.	Sales	Stock Register	Supporting Document	Daily Followup	100%	85%	100%	R.Thamotharan /T.SivaSakthivel	Dispatch Activity	Knowledge on Accountability & Traceability	L3	L4
3	Dispatch planning as per customer requirement.	Sales	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	R.Thamotharan	Cust Followup	Knowledge about customer requirement	L3	L4
4	JIT CALL / MRP / BAR Code Schedule Follow up.	Customer	Customer Portal	****	Daily Followup	100%	90%	100%	R.Thamotharan	Cust Followup	Knowledge About Kanban,JIT,MRP & Perimum Feright	L3	L4
5	Vehicle Planning and tracking.	Transport	****	****	Daily Followup	100%	88%	100%	R.Thamotharan	Cust Followup	Transportar,inter & Intracommunication skill	L3	L4
6	Dispatch list updation in ERP, making invoice.	Finance	ERP	LKM/SLS/08	Daily Followup	100%	90%	100%	R.Thamotharan	Dispatch Activity	Knowledge on Software Skill	L3	L4
7	Check list Preparation.	Sales	Check list	LKM/SLS/DI/23	Daily Followup	100%	90%	100%	R.Thamotharan	Dispatch Activity	Sales Department Procedure	L3	L4
8	Dispatch vehicle Register maintenance	Sales	Dispatch Register	Supporting Document	Daily Followup	100%	88%	100%	R.Thamotharan	Dispatch Activity	Daily Works Management	L3	L4
9	Follow in 3R Activity. ( Right Qty & Quality& Location )	Sales Team	****	****	Daily Followup	100%	85%	100%	R.Thamotharan	Dispatch Activity	Daily Works Management	L2	L3
10	Daily Commitment Followup sheet updation and maintenance.	sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Thamotharan	FG Store Activity	Sales Department Procedure	L2	L3
11	LKM Mysore commitment follow up	Sales	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Thamotharan /T.SivaSakthivel	Dispatch Activity	Knowledge about customer requirement	L2	L3
12	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%	90%	100%	R.Thamotharan /T.SivaSakthivel	Dispatch Activity	Knowledge about customer requirement	L3	L4
13	Vehicle loading as per sales check list in front of QA & driver.	QAD,Transport	Check list	LKM/SLS/DI/23	As per plan	100%	90%	100%	R.Thamotharan	Dispatch Activity	Knowledge on Analytical skill	L3	L4

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14	Log Book maintenance.	Sales Team	Sales LOG Book	Supporting Document	Daily Followup	100%	85%	100%	N.Shanmugam / T.SivaSakthivel	Documentation	Knowledge on Accountability & Traceability	L2	L3
15	Dispatch Activities & departmental Improvement activities. (CIP)	Sales Team	CIP Register	LKM/PRD/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	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	L2	L3
18	Provide suggestions /feedback to improve store productivity	Sales Team	CIP Register	LKM/QMS/DI/30	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
19	Any other Job assigned by HOD.	HOD	****	****	****	****	****	****	****	Others			

Prepared by :

Approved by : \_\_\_\_\_