

| Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units. | | | | | | | | | | | | | |
|--|--|-----------------|--------------------------------|---------------------|--------------------|--------------|--------|--------------|--|-----------------------------|--|-----------------------------------|----------------------------------|
| Responsibility & Authority | | | | | | | | | | | Doc No :LKM/SLS/DI/18-K | | |
| | | | | | | | | | | | Rev No&Date : 01/29-12-2020 | | |
| T.Vignesh- Operator Trainee (Dispatch activities) | | | | | | | | | | | | | |
| 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 25-26 | After Training Skill Level 26-27 |
| 1 | Trolley opening stock taking and empty Trolley / crates arrangement. | Sales | Trolley opening stock Register | Supporting Document | Daily Followup | 100% | 25% | 100% | M.Baskar | Documentation | Knowledge on Accountability & Traceability | L1 | |
| 2 | Maintain 1S & 2S activities in all FG Stores & All Loading bay | Sales Team | **** | LKM/QMS/DI/26 | Daily Followup | 100% | 30% | 100% | T.Ravishankar | Others | Daily Works Management | L1 | |
| 3 | Dispatch planning as per customer requirement. | Sales | Plan Vs. Actual | LKM/SLS/DI/20 | Daily Followup | 100% | 0% | 100% | M.Baskar/ T.Ravishankar | Dispatch Activity | Knowledge about customer requirement | L1 | |
| 4 | Material storage in proper location with identification. | Sales Team | FIFO priority index | LKM/SLS/DI/16 | Daily Followup | 100% | 20% | 100% | T.Ravishankar | Dispatch Activity | Sales Department Procedure | L1 | |
| 5 | JIT CALL / MRP / BAR Code Schedule Follow up. | Customer | Customer Portal | **** | Daily Followup | 100% | 0% | 100% | M.Baskar | Dispatch Activity | Knowledge About Kanban,JIT,MRP & Perimum Feright | L1 | |
| 6 | Vehicle Planning and tracking. | Transport | ***** | **** | Daily Followup | 100% | 0% | 100% | M.Baskar | Cust Followup | Transportar,inter&In tra communication skill | L1 | |
| 7 | Dispatch list updation in ERP, making invoice. | Finance | ERP | LKM/SLS/DI/08 | Daily Followup | 100% | 0% | 100% | M.Baskar | Dispatch Activity | Knowledge on Software Skill | L1 | |
| 8 | Check list Preparation. | Sales | Check list | LKM/SLS/DI/23 | Daily Followup | 100% | 0% | 100% | M.Baskar | Dispatch Activity | Daily Works Management | L1 | |
| 9 | Critical Material Follow-up | Sales Team | ***** | LKM/SLS/DI/20 | Daily Followup | 100% | 0% | 100% | M.Baskar | Cust Followup | Customer Relationship Management | L1 | |
| 10 | Vehicle loading as per sales check list in front of QA & driver. | QAD,Transport | Check list | LKM/SLS/DI/23 | Daily Followup | 100% | 35% | 100% | M.Baskar | Dispatch Activity | Transportar,inter&In tra communication skill | L1 | |
| 11 | Dispatch vehicle Register maintenance | Sales | Dispatch Register | Supporting Document | Daily Followup | 100% | 0% | 100% | M.Baskar | Dispatch Activity | Daily Works Management | L1 | |
| 12 | Empty unloading activities and updated the register. | Sales | Dispatch Register | Supporting Document | Daily Followup | 100% | 35% | 100% | M.Baskar | Dispatch Activity | Knowledge on Analytical skill | L1 | |
| 13 | Daily Dispatch Summary Sheet Updation | sales Team | Dispatch Summary Sheet | **** | Daily Followup | 100% | 0% | 100% | M.Baskar | Documentation | Control of Documents & Records | L1 | |
| 14 | Vehicle Trip sheet entry & Received the acknowledgement copy and close the trip sheet. | Sales, Finance | Acknowledgeme nt Register | **** | As per plan | 100% | 0% | 100% | M.Deepa/ S.R.Manikandan | Documentation | Transportar,inter&In tra communication skill | L1 | |
| 15 | Rejection Material unloading verified the invoice and materials and handover to rejection Responsible person | QAD, Finance | Customer Rejection Register | LKM/QAD/DI/58 | As per plan | 100% | 0% | 100% | M.Baskar/ T.Ravishankar | Dispatch Activity | Knowledge on Analytical skill | L1 | |

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|-------|--|-----------------------|----------------|-------------------|--------------------|--------------|--------|--------------|--|-----------------------------|--|-----------------------------------|----------------------------------|
| 17 | Log Book maintenance. | Sales Team | Sales LOG Book | Supporting Docume | Daily Followup | 100% | 0% | 100% | M.Baskar/ T.Ravishankar | Documentation | Knowledge on Accountability & Traceability | L1 | |
| 18 | Dispatch Activities & departmental Improvement activities. (CIP) | Sales Team | CIP Register | LKM/PRD/DI/70 | **** | 100% | **** | 100% | **** | Documentation | CAPA & KAIZEN & SUGGESTION/CIP | L1 | |
| 19 | Follow Procedure as per IATF 16949:2016 QMS | HOD & MQMS | Manual | **** | **** | **** | **** | **** | **** | Documentation | Knowledge of QMS /IATF 16949 | L1 | |
| 20 | Ensure Discipline among the workmen | Operator/ CL / Helper | **** | **** | **** | **** | **** | **** | **** | Manpower | Efficient utilization of manpower & People Development | L1 | |
| 21 | Any other Job assigned by HOD. | HOD | **** | **** | **** | **** | **** | **** | **** | Others | | | |