Elkayem

Daily Work Management Checksheet Unit I & II & III- A.Jannathul Firdhous Sr.Officer - Sales

Doc No :LKM/QMS/DI/46-I

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Sl.No.	To Do	Target	Mang	Manager	Prodn	Purchas	QAD	HR	PED	ISD	KNL	QMS		Sales Team							TVS M			HP	Financ e	Frequency
			MD,ED	Prabhakaran	AGM	Sundharam	Meganathan	Udaiyar	David	Muniraj / Keerthana	Jamuna	MQMS	SEQMS	Shanmugam, Baskar	R.Nagaraj	R.Siva Kumar	N.Poovizhi, R.Ravi	T.Shanmugam	Deepa / Uma	Unit - II	Prakash	Saravanan	Rifath	Ankush Kumar	Suresh	
A	Routine Work / Important																									
1	Mail Checking & Reply	100%		■																						Daily
2	Internal Communication & Correspondences	100%		■							■						■									Daily
3	JIT Performance Analysis & CAPA	100%		■	■	■	■							■							■		■			Weekly
4	All Customer Schedule Releasing on time (Tentative, Firm & Revised schedule)	ON TIME	■	■	■	■								■							■	■	■	■		Weekly
5	Review with the Sch vs. Delivery on the Weekly Basics (TVSM)	100%		■	■	■					■					■			■	■					■	Every Monday
6	Review and Improvement of QMS Documents	100%		■								■	■	■				■								Every Tuesday
7	Ensuring of current Po & Costing	100%		■													■				■	■	■	■	■	Weekly
8	Department Training (As per training plan road map)	100%		■				■																		Montly Twice
9	Risk Analysis	100%		■										■	■	■	■	■	■							Monthly
10	DWM Meeting	ON TIME		■	■	■	■	■	■	■		■	■	■						■						Monthly
11	Sales order in ERP	ON TIME								■																Monthly
12	COPQ Data failure analysis	100%		■	■	■	■	■												■						Monthly
B	Routine Work / Urgent																									Routine Work /
1	Premium Fright Monitoring	Zero	■	■	■	■	■					■	■	■												Daily
2	CIP Status	20	■	■	■							■	■													Weekly
3	Production and Purchase commitment follow-up	100%	■	■	■	■	■							■											■	Weekly
4	Customer wise Delivery Rating Calculation & Sales loss updation	100%		■										■							■	■	■	■		Monthiy
5	Sales Report	ON TIME	■	■																						Monthiy
6	Supply Failure Analysis & CAPA	ON TIME	■	■	■	■	■																			Monthiy
7	Sales Projection Plan Vs Actual Updated & Analysis	100%	■	■																					■	Monthly

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8	Critical materials follow up TVSM parts																									Monthly
9	Below MSL Vs JITCALLfollow-ups																									As per pla
10	MRM Decision Points																									Monthly
11	Sales Budget Updated & Review																									Monthly
12	Customer satisfaction survey report Collection from All Customer	100%																								6 Month Once
C	Special Task																									
1	Customer Audit NC & Way Forward Action																									Weekly
2	Kaizen / CIP	2																								Weekly
3	TVSM Critical supplier meet Presentation																									As per plan
4	DPR Analysis																									Every Tuesday
5	IQA Audit (Auditor)																									As per plan
6	IQA Audit(Auditee)																									As per plan