

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority												Doc No :LKM/SLS/DI/18-Q	
												Rev No&Date : 00/01-08-2017	
O.Muniraju- Operator (Dispatch & Store 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 all location (LKM U1/U2/KNL) and empty trolley arrangement.	Sales Team	***	Supporting Document	Daily Followup	100%	85%	100%	R.Marimuthu	Documentation	Knowledge on Accountability & Traceability	L2	L3
2	Maintain 1S & 2S activities in all FG Stores.	Stores	****	LKM/QMS/DI/26	Daily Followup	100%	80%	100%	R.Marimuthu	Others	Daily Works Management	L2	L3
3	Checklist preparation.	Sales Team	Check list	LKM/SLS/DI/23	Daily Followup	100%	80%	100%	R.Marimuthu	Documentation		L2	L3
4	Material Receipt as per the schedule from Production and document follow ups.	Sales Team, Production	Plan Vs. Actual, RM & Production Inward register	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Marimuthu/ M.Balaji	FG Store Activity	Product Knowledge	L2	L3
5	Packing Materials Opening stock Update the Register.	Sales	Packing Materials Stock Register	***	Daily Followup	100%	80%	100%	R.Marimuthu/ M.Balaji	FG Store Activity		L2	L3
6	Vehicle loading as per sales check list in front of QA & Driver.	Sales Team	Check list	LKM/SLS/DI/23	Daily Followup	100%	90%	100%	R.Marimuthu	Dispatch Activity	Transportar,int er&Intra communication skill	L2	L3
7	Dispatch vehicle register maintenance.	Sales Team	***	Supporting Docum	Daily Followup	100%	85%	100%	R.Marimuthu	Dispatch Activity	Daily Works Management	L2	L3
8	Stock tacking for A,B&C class as per plan.	Sales Team	Perpetual inventory register	LKM/SLS/DI/14	Daily Followup	100%	85%	100%	R.Marimuthu/ M.Balaji	FG Store Activity	Knowledge on Accountability & Traceability	L2	L3
9	Follow in 3R Activity. ( Right Qty & Quality & Location )	Sales Team	****	****	Daily Followup	100%	80%	100%	R.Marimuthu/ M.Balaji	FG Store Activity	Sales Department Procedure	L2	L3
10	Material storage in proper location with identification.	Team Members	****	****	Daily Followup	100%	75%	100%	R.Marimuthu	FG Store Activity	Knowledge About Material Handling Requirements	L1	L2
11	Empty unloading activities and updating the register.	Sales Team	***	Supporting Document	Daily Followup	100%	90%	100%	R.Marimuthu	Dispatch Activity	Daily Works Management	L2	L3
12	Maintenance trolley escalating to PMD	PMD	Trolley work Register	Supporting Document	As per plan	100%	85%	100%	R.Marimuthu/ M.Balaji	Dispatch Activity	Knowledge on Analytical skill	L2	L3
13	Rejection material unloading verifying the invoice and material handling to store In charge.	Sales Team	***	****	As per plan	100%	90%	100%	R.Marimuthu/ M.Balaji	FG Store Activity	Control of Documents & Records	L2	L3

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14	KIT Swing arm packing and dispatch	QAD	FGTN	LKM/SLS/DI/21	As per plan	100%	85%	100%	R.Marimuthu	FG Store Activity	Sales Department Procedure	L2	L3
15	Material followup escalating critical material to Incharge	Sales Team	***	***	As per plan	100%	75%	100%	R.Marimuthu/ M.Balaji	Dispatch Activity	Communication al Skills	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	L1	L2
18	CL (Casual Labour) work reporting.	HOD	****	****	****	****	****	****	****	Manpower		L1	L2
19	Any other Job assigned by HOD.	Sales Team	***	****	****	****	****	****	****	Others			
Prepared by :										Approved by :			