Elkayem

Daily Work Management Checksheet Unit I & II & III - Manoj Kumar- Officer

Doc No :LKM/QMS/DI/46-I
Rev No&Date : 00/01-02-2019

Sl.No.	To Do	Target	Prodn		Purch		RM store	QAD	Sales Team										KNL	Customer		Transporter	Frequency
			AGM	Incharges	Sundaram	Incharges	Incharges	Sathish	R. prabhakaran	A.Janathul firdhous	Sivakumar.R	Uma	Deepa / Giritharan	Baskar / Shanmugam	Balaji / Marimuthu	Nagaraj / Puviyarasu	Poovizhi / R.Ravi	Ramyashree	Anusudha	Sivaraj	Sampath	SRT - FED	
A	**Routine Work / Important**																						
1	Ensuring 1S & 2S activities done in all FG Stores.	100%											■	■									Daily
2	AL / FED Schedule & Sales order preparation.	100%			■	■	■		■	■		■							■	■	■		Daily
3	Critical Material Follow up	100%	■	■	■	■	■	■	■		■	■				■			■	■	■		Daily
4	AL / TAFE(FED) Schedule preparation.	100%	■	■	■	■	■	■	■			■											Daily
5	New parts packing standard preparation.	100%							■		■					■							Daily
6	Customer communication for planning & GRN Followup	100%							■			■				■	■						Daily
7	Rejection parts follow-up and collection.	Zero										■						■	■	■	■		Daily
8	Planning As Per Customer Requirements.	100%							■			■				■			■	■	■		Daily
9	TAFE(FED) Non moving part follow-up	100%							■	■						■			■	■	■		Daily
10	New Trolley Design and Fabrication	100%							■		■				■								Daily
11	Making The Invoice For Planned Qty.	100%										■	■						■				Daily
12	Preparing Checklist For The Invoice Qty.	100%										■	■						■				Daily
13	Any other Job assigned by HOD.																						Daily
B	**Special Task**																						
1	Provide suggestions /feedback to improve store productivity																						Weekly
2	Kaizen / CIP																						Weekly