

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-E		
											Rev No&Date : 00/01-08-2017		
R.SivaKumar- Sr.Officer (Sales Activities)													
S.No.	Responsibility	Co - Ordination	Reference	Document No	Frequency / Target	Target 25-26	Actual	Target 26-27	Develop the second line person /	Sales Activity Contribution	Training Title	Before Training Skill Level	After Training Skill Level
1	1S & 2S activities in Stores.	Sales	****	LKM/QMS/DI/26	Daily Followup	100%	80%	100%	****	Others	Daily Work Management	L2	L3
2	Greaves Plan vs Actual & Stock verification	Sales	****	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Nagaraj	Dispatch Activity	Knowledge on Accountability & Traceability	L3	L4
3	Daily vehicle planning to RPT and Lkm Mysore	Sales	****	****	Daily Followup	100%	85%	100%	R.Nagaraj	Cust Followup	Knowledge about customer requirement	L3	L4
4	Greaves Part Commitment Followup	Sales	****	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Nagaraj / K.Manoj Kumar	Cust Followup		L3	L3
5	LKM Mysore material follow up	Sales	****	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	A.Janna	Cust Followup		L3	L4
6	Manpower manage and utilizes the efficiently.	Sales	****	****	Daily Followup	100%	80%	100%	A.Janna	Manpower	Efficient utilization of manpower & People Development	L2	L3
7	Critical materials follow up LKM Mysore & Greaves parts	Sales	****	****	Daily Followup	100%	85%	100%	A.Janna	Sales Planning	Customer Relationship Management	L3	L4
8	Vehicle Trip Monitoring	Sales	****	****	Daily Followup	100%	80%	100%	M.Baskar/ N.Shanmugam	Dispatch Activity	Transportar,inter&In tra communication skill	L2	L3
9	Sch Vs Supply data collection for analysis.	HOD	Plan vs Actual	LKM/SLS/DI/20	Daily Followup	100%	75%	100%	A.Janna	Sales Planning	Knowledge on Accountability & Traceability	L2	L3
10	Trip sheet Proceed	Sales	Dispatch register	****	Daily Followup	100%	85%	100%	****	Documentatio n	Transportar,inter&In tra communication skill	L3	L4
11	Vehicle Audit & Follow up	Sales	Customer Satisfaction	LKM/SLS/DI/51	Monthly	100%	75%	100%	M.Baskar/ N.Shanmugam	Documentatio n		L2	L3
12	ODC Clearance	Sales	FG. Store	LKM/SLS/DI/25	As per plan	100%	75%	100%	A.Janna	Dispatch Activity	Knowledge on Analytical skill	L2	L3
13	Team building & Kaizen	Sales	****	LKM/QAD/DI/130	As per plan	100%	75%	100%	A.Janna	Manpower	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
14	New container manufacturing follow up and Accounting of new container and update in Master list.	HOD	****	****	As per plan	100%	80%	100%	K.Manoj Kumar	Sales Planning	Product Knowledge	L2	L3
15	Sales Order updation in ERP	ISD	ERP	LKM/SLS/DI/08	As per plan	100%	85%	100%	N.Poovizhi	Dispatch Activity	Knowledge on Software Skill	L3	L4
16	Material handling Equipment's follow ups and monitoring	Sales	Team	****	As per plan	100%	80%	100%	T.shanmugam	FG Store Activity	Knowledge About Material Handling Requirements	L2	L3
17	NPD Follow-up	Sales	Team	****	As per plan	100%	80%	100%	K.Manoj Kumar	Dispatch Activity	Knowledge about customer requirement	L2	L3

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18	Improvement Activities	Sales	Team	LKM/PRD/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
19	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L2	L3
20	Below MSL follow-ups FG store storage improvement plan	Customer, Team & HOD	MSL	****	****	****	****	****	****	FG Store Activity	Knowledge about customer requirement	L2	L3
21	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
22	Any other Job assigned by HOD.	HOD	****	****	****	****	****	****	****	Others	Behaviour & Discipline		
S.No.	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass												
Prepared by :					Approved by :								