

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&Intra 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&Intra 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	Acknowledgement Register	****	As per plan	100%	0%	100%	M.Deepa/ S.R.Manikandan	Documentation	Transportar,inter&Intra 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 Document	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			

Prepared by :

Approved by: