Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority									Doc No :LKM/SLS/DI/18-O				
									Rev No&Date : 00/01-08-2017				
SivaSakthivel.T-OPERATOR (Stores 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 24-25	After Training Skill Level 25-26
1	Maintain 1S & 2S activities in all FG Stores.	Sales Team	****	LKM/QMS/DI/26	Daily Followup	100%	60%	100%	R.Thamotharan	Others	Daily Works Management	L1	L1
2	Man power monitoring.	HRD	Man Power Register	Supporting Document	Daily Followup	100%	70%	100%	T.Shanmugam	Manpower	Efficient utilization of manpower & People Development	L1	L1
3	Material Receipt as per the schedule from RM store & Production, and document follow ups.	Sales Team, Production, Purchase	Plan Vs. Actual, RM & Production Inward register	LKM/SLS/DI/20	Daily Followup	100%	75%	100%	N.Shanmugam/ T.Shanmugam	FG Store Activity	Product Knowledge	L1	L1
4	Material storage in proper location with identification.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	70%	100%	R.Thamotharan/ T.Shanmugam	FG Store Activity	Sales Department Procedure	L1	L1
5	Follow in 3R Activity. (Right Qty & Quality& Location)	Sales Team	****	****	Daily Followup	100%	70%	100%	R.Thamotharan/ T.Shanmugam	FG Store Activity		L1	L1
6	Material stocking in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	75%	100%	R.Thamotharan/ T.Shanmugam	FG Store Activity	Product Knowledge	L1	L1
7	Dispatch plan preparation.	Sales Team	Dispatch planning Register	Supporting Document	Daily Followup	100%	30%	100%	N.Shanmugam/ R.Thamotharan	Dispatch Activity	Knowledge about customer requirement	L1	L1
8	FGTN Updation in ERP	Sales Team, ISD	FGTN	LKM/SLS/DI/21	Daily Followup	100%	60%	100%	N.Shanmugam/ R.Thamotharan	Dispatch Activity	Knowledge on Software Skill	L1	L1
9	Stock tacking for A,B,C,D class as per plan.	Sales Team	Perpetual inventory register	LKM/SLS/DI/28	Daily Followup	100%	60%	100%	T.Shanmugam	Documentation	Knowledge on Accountability & Traceability	L1	L1
10	Packing Arrange to daily Dispatch plan	Sales Team	Packing STD	****	Daily Followup	100%	75%	100%	N.Shanmugam/ R.Thamotharan	Dispatch Activity		L1	L1
11	To ensure the packing slip in all dispatch parts.	Sales Team	Packing slip	LKM/SLS/DI/24	Daily Followup	100%	75%	100%	N.Shanmugam/ R.Thamotharan	FG Store Activity		L1	L1
12	Preservation & records maintaining.	Sales Team	Preservation checklist	LKM/SLS/DI/07	Daily Followup	100%	75%	100%	T.Shanmugam	Documentation	Control of Documents & Records	L1	L1
16	FG store internal records maintenance.	Sales Team	Inward and Dispatch register	Supporting Document	As per plan	100%	50%	100%	R.Thamotharan/ T.Shanmugam	FG Store Activity	Sales Department Procedure	L1	L1
17	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L1

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 24-25	After Training Skill Level 25-26
18	Improvement activities.	Sales Team	CIP Register	LKM/PRD/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L1	L1
19	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/30	****	****	****	****	****	Documentation		L1	L1
20	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Efficient utilization of manpower & People Development	L1	L1
21	Any other Job assigned by HOD.	***	***	****	****	****	****	****	****	Others			

S.No.	Authority	Co - Ordination	Reference
1	Sanction for OT Slip and Outpass for CL		

Prepared by :	Approved by: