Elkayem

Daily Work Management Checksheet Unit II- Balaji.M- Officer

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

Sl.No.	To Do	Target	Prodn		Purch		RM store	Sales Team											Frequency
			AGM	Incharges	Sundaram	Incharges	Incharges	R. prabhakaran	Sivakumar	A.Janathul firdhous	Ravi shankar/ Sivasakthivel	Shanmugam N/ Baskar	Thamotharan Prem Kumar	Muniraju	Madheshwaran R	Marimuthu R	Poovizhi / R.Ravi	Uma/ Ramyashree	
A	Routine Work / Important																		
1	Manpower monitoring & Allotment.	100%						■	■					■	■	■			Daily
2	Ensuring 1S & 2S activities done in all FG Stores.	100%												■	■	■			Daily
3	Store indent (Requirements) preparations.	100%						■						■	■	■			Daily
4	Dispatch and Kit Packing manpower allotment and utilizes the efficiently.	100%						■						■	■	■		■	Daily
5	Dispatch and KIT Packing Dock Audit	100%												■	■	■		■	Daily
6	Daily FG materials inward stock reporting.	100%				■													Daily
7	Preparing the below MSL parts list & communicate to production & purchase dept through mail.	Zero						■						■	■	■			Daily
8	Below MSL & critical parts details updating in the white board.	100%	■	■	■	■		■	■	■					■	■			Daily
9	Monitoring & ensuring the stock transfers in ERP.	100%										■		■	■	■			Daily
10	Ensuring preservation of materials.	100%												■	■	■			Daily
11	Monitoring the stock verification of A,B,C,D class parts.	100%							■	■					■	■		■	Daily
12	Ensure the FIFO system is maintained in FG store.	100%													■	■			Daily
13	FG stores inventory management. (maintaining minimum & maximum stock level)	100%																	Daily
14	Store Process Audit (Internal)	100%							■					■					Daily
15	Any other job assigned by HOD	100%																	
B	Special Task																		
1	FG store & department Improvement activities.																		Weekly
2	Kaizen / CIP																		Weekly
3	Training for the new joiners																		Weekly
4	Packing materials stock taking and requirements preparations																		Monthly