

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.

Responsibility & Authority

Doc No :LKM/SLS/DI/18- J

Rev No&Date : 00/01-08-2017

R.Marimuthu- JR.OFFICER (Dispatch & Stores activities)

S.N o.	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	Trolley opening stock taking and empty Trolley / crates arrangement.	Sales	Trolley opening stock Register	Supporting Document	Daily Followup	100%	90%	100%	O.Muniraju	Documentation	Knowledge on Accountability & Traceability	L3	L4
2	Maintain 1S & 2S activities in all FG Stores.	Stores	****	LKM/QMS/DI/26	Daily Followup	100%	85%	100%	O.Muniraju	Others	Daily Work Management	L2	L3
3	Checklist preparation.	Sales Team	Check list	LKM/SLS/DI/23	Daily Followup	100%	90%	100%	O.Muniraju	Dispatch Activity	Daily Works Management	L3	L4
4	Material Receipt as per the schedule from Production and document follow ups.	Sales Team, Production	Plan Vs. Actual, RM & Production Inward register	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	M.Balaji	FG Store Activity	Knowledge about customer requirement	L2	L3
5	Packing Materials Opening stock Update the Register.	Sales	Packing Materials Stock Register	****	Daily Followup	100%	90%	100%	O.Muniraju	FG Store Activity		L3	L4
6	Monitoring & ensuring the stock transfers in ERP.	Production, Purchase, ISD	FGTN	LKM/SLS/DI/21	Daily Followup	100%	80%	100%	M.Balaji	FG Store Activity	Knowledge on Software Skill	L2	L3
7	Preparing the below MSL parts list & follow up.	Production, Sales Team	Daily report of Below MSL	****	Daily Followup	100%	80%	100%	M.Balaji	FG Store Activity	Product Knowledge	L2	L3
8	Dispatch planning as per customers requirement.	Sales	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	M.Balaji / O.Muniraju	Cust Followup	Knowledge about customer requirement	L3	L4
9	Rejection Material unloading, verified the invoice and materials handover the QAD in charge. Rejection invoice send to Unit-1	QAD	Rejection Register	LKM/SLS/DI/40	Daily Followup	100%	90%	100%	O.Muniraju	Dispatch Activity	Knowledge on Analytical skill	L3	L4
10	Critical Material Follow-up	Sales, Production, Purchase	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	88%	100%	M.Balaji / O.Muniraju	Dispatch Activity	Customer Relationship Management	L3	L4
11	Dispatch vehicle Register maintenance	Sales	Dispatch Register	Supporting Document	Daily Followup	100%	90%	100%	O.Muniraju	Dispatch Activity	Daily Works Management	L3	L4
12	Material storage in proper location with identification.	Team Members	****	****	Daily Followup	100%	85%	100%	O.Muniraju	Dispatch Activity	Sales Department Procedure	L2	L3
13	Vehicle loading as per sales check list in front of QA & driver.	QAD	Check list	LKM/SLS/DI/23	As per plan	100%	90%	100%	O.Muniraju	Dispatch Activity	Transporter,inter&Intra communication skill	L3	L4

