

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-D		
											Rev No&Date : 00/01-08-2017		
T.Shanmugam Officer - (Store activities)													
S.N o.	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 24-25	Actual	Target 25-26	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	Ensuring 1S & 2S activities in all FG Store	Sales Team	****	LKM/QMS/DI/26	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	Others	Daily Work Management	L3	L4
2	FG stores inventory management. (maintaining minimum & maximum stock level)	Production, Purchase	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity	Knowledge on Accountability & Traceability	L3	L4
3	Daily FG inward and outward stock reporting.	Sales Team	Inward & Dispatch register, Plan Vs. Actual- receipt report	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity		L3	L4
4	Monitoring & ensuring the stock transfers in ERP.	Production, Purchase, ISD	FGTN	LKM/SLS/DI/21	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity	Knowledge on Software Skill	L3	L4
5	Material storage in proper location.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity	Knowledge on Accountability & Traceability	L3	L4
6	Stores dock audit.	Sales Team	****	****	Daily Followup	100%	80%	100%	A.Janna	Documentation		L2	L3
7	Supervising and co-ordinating with store teams in daily activities. (material movement, handling, maintaining stocks in dedicated areas)	Sales Team	****	****	Daily Followup	100%	80%	100%	T.Ravishankar/ T.Sivasakthivel	Manpower	Knowledge About Material Handling Requirements	L2	L3
8	Guiding for material stocking in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	78%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity	Knowledge on Traceability	L2	L3
9	Preparing the below MSL parts list & follow up.	Production, Purchase, Sales Team	Daily report of Below MSL	****	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity		L3	L4
10	Ensuring preservation of materials.	Sales Team	Preservation check list	LKM/SLS/DI/07	Daily Followup	100%	80%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity		L2	L3
11	To maintain correct inventory of the store, accordingly do the stock correction plan.	Sales Team	Perpetual Inventory Register	LKM/SLS/DI/14	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity	Sales Department Procedure	L3	L4
12	Ensuring the packing slip for all dispatching materials.	Sales Team	Packing slip	LKM/SLS/DI/24	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	Dispatch Activity		L3	L4
13	Responsible for safe material storage and handling with zero accidents.	Sales Team	Accident reports	****	Daily Followup	100%	80%	100%	M.Baskar/ N.Shanmugam	Manpower	Industrial Safety Trainings	L2	L3
14	To ensure the maintenance of all internal records of FG store.	Sales Team	****	****	Daily Followup	100%	78%	100%	T.Ravishankar/ T.Sivasakthivel	Documentation	Knowledge on Accountability & Traceability	L2	L3
15	Inventory maintenance & monitoring of stock taking of A,B,C,D class parts.	Sales Team	Perpetual Inventory Register	LKM/SLS/DI/14	Weekly	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	FG Store Activity		L3	L4
16	Monitoring the weighing scale calibration frequency & maintaining records	Sales Team	Weighing Scale Calibration Monitoring Check Sheet	LKM/SLS/DI/26	Monthly	100%	90%	100%	R.Sivakumar	Documentation		L3	L4

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17	People Development / Team Management, (Organizing the training for staff, as well as monitoring staff performance & progress.)	Sales Team	Training records	Supporting Document	As per plan	100%	80%	100%	A.Janna	Manpower	Efficient utilization of manpower & People Development	L2	L3
18	Manage store staff issues & efficient utilization	Personal, Sales Team	Manpower register	Supporting Document	As per plan	100%	80%	100%	R.Sivakumar	Manpower		L2	L3
19	Container & Trolley Condition monitoring and Raising Scrap Report 2 month Once	Personal, Sales Team	Non moving	Non Moving part Handling	As per plan	100%	70%	100%	K.Manoj Kumar	Sales Planning	Knowledge on Traceability	L2	L3
20	To continually update, guide & train all team members in store functions.	Sales Team	Training records	Supporting Document	As per plan	100%	80%	100%	A.Janna	Manpower	Industrial Safety Trainings	L2	L3
21	ODC Clearance	Sales	FG. Store	LKM/SLS/DI/25	As per plan	100%	75%	100%	M.Baskar/ N.Shanmugam	Dispatch Activity	Knowledge on Analytical skill	L2	L3
22	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L2	L3
23	FG store & departmental Improvement activities	Sales Team	CIP Register	LKM/PRD/DI/70	****	****	****	****	****	Documentation	Knowledge on Kaizen & CIP	L2	L3
24	Maintenance of QMS Documents & Compliance	Sales Team, QMS	****	****	****	****	****	****	****	Documentation	Sales Department Procedure	L2	L3
25	Any other Job assigned by HOD.	Sales Team	****	****	****	****	****	****	****	Others	Behaviour & Discipline		
S.N o.	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass												

Prepared by :
Approved by :