

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority										Doc No :LKM/SLS/DI/18-G			
										Rev No&Date : 00/01-08-2017			
K.Manoj Kumar- OFFICER (Sales activity)													
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 Stores.	Sales Team	****	LKM/QMS/DI/26	Daily Followup	100%	85%	100%	T.Ravishankar/ T.Sivasakthivel	Others	Daily Work Management	L3	L4
2	Critical Material Follow up	Sales Team	***	***	Daily Followup	100%	80%	100%	R.Sivakumar / R.Nagaraj	Cust Followup	Knowledge about customer requirement	L2	L3
3	Customer communication for planning & GRN Followup	Sales Team	GRN	LKM/SLS/DI/12	Daily Followup	100%	85%	100%	R.Ravichandran	Cust Followup	Knowledge on Accountability & Traceability	L3	L4
4	Planning As Per Customer Requirements.	Sales Team	Tafe(FED) And AL Plan Sheet	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	R.Uma	Dispatch Activity	Knowledge about customer requirement	L3	L4
5	NPD Followup	Sales Team	***	****	Daily Followup	100%	85%	100%	R.Sivakumar	Dispatch Activity		L3	L4
6	AL / TAFE(FED) Schedule preparation.	Sales Team	TAFE(FED) Schedule file	LKM/SLS/DI/05	Monthly	100%	90%	100%	R.Sivakumar/ R.Uma	Sales Planning		L3	L4
7	TAFE(FED) Non moving part follow-up	Production , Purchase	Non moving sheet	****	Monthly	100%	75%	100%	A.Janna	FG Store Activity	Knowledge on Analytical skill	L1	L2
8	AL / TAFE(FED) / Troax Sales order updation	Sales Team	ERP	LKM/SLS/DI/08	As per plan	100%	85%	100%	R.Uma	Dispatch Activity	Knowledge on Software Skill	L3	L4
9	New parts packing standard preparation.	***	***	***	As per plan	100%	85%	100%	N.Poovizhi / M.Balaji	Sales Planning	Product Knowledge	L3	L4
10	AL & FED & Troax P.O follow up	Sales Team	***	***	As per plan	100%	80%	100%	R.Uma	Documentation	Knowledge on Software Skill	L2	L3
11	New product packing activities.	Sales Team	***	***	As per plan	100%	85%	100%	R.Sivakumar/ M.Balaji	Sales Planning	Product Knowledge	L3	L4
12	Rejection parts follow-up and collection.	Sales Team	Customer Rejection	LKM/QAD/DI/58	As per plan	100%	85%	100%	K.Ramyashree	Dispatch Activity	Knowledge on Analytical skill	L3	L4
13	New Container manufacture follow-ups.	Sales Team	***	****	As per plan	100%	85%	100%	R.Sivakumar/ M.Balaji	Sales Planning	Product Knowledge	L3	L4
14	New Trolley Design and Fabrication	Sales Team	***	***	As per plan	100%	80%	100%	R.Sivakumar/ M.Balaji	Sales Planning		L2	L3
15	New Packing material Consumable Follow-ups	Sales , Purchase	***	***	As per plan	100%	75%	100%	M.Balaji	Dispatch Activity	Product Knowledge	L2	L3
16	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	100%	****	100%	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
17	New Trolley Accounting & Mail to PMD	Sales Team	Manual	****	****	100%	65%	100%	N.Poovizhi	Documentation	Product Knowledge	L1	L2
18	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Behaviour & Discipline	L2	L3
19	Provide suggestions /feedback to improve store productivity	Sales Team	CIP Register	LKM/PRD/DI/70	****	****	****	****	****	Documentation	Industrial Safety Trainings	L2	L3
20	Any other Job assigned by HOD.	HOD	****	****	****	****	****	****	****	Others			
S.N o.	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass												
Prepared by :										Approved by :			