

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.												
Responsibility & Authority											Doc No :LKM/SLS/DI/1	
											Rev No&Date : 00/01-08-	
T.Ravishankar- OPERATOR (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
1	Maintain 1S & 2S activities in all FG Stores.	Sales Team	****	LKM/QMS/DI/26	Daily Followup	100%	85%	100%	P.Premkumar	Others	Daily Works Management	L2
2	Man power monitoring.	HRD	Man Power Register	Supporting Document	Daily Followup	100%	85%	100%	T.Shanmugam	Manpower	Efficient utilization of manpower & People Development	L2
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%	80%	100%	M.Baskar/ T.Shanmugam	FG Store Activity	Product Knowledge	L2
4	Material storage in proper location with	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	80%	100%	P.Premkumar/ T.Shanmugam	FG Store Activity	Sales Department Procedure	L2
5	Follow in 3R Activity. ( Right Qty & Quality& Location )	Sales Team	****	****	Daily Followup	100%	78%	100%	P.Premkumar/ T.Shanmugam	FG Store Activity		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%	85%	100%	P.Premkumar/ T.Shanmugam	FG Store Activity	Product Knowledge	L3
7	Dispatch plan preparation.	Sales Team	Dispatch planning Register	Supporting Document	Daily Followup	100%	85%	100%	M.Baskar/ P.Premkumar	Dispatch Activity	Knowledge about customer requirement	L3
8	FGTN Updation in ERP	Sales Team, ISD	FGTN	LKM/SLS/DI/21	Daily Followup	100%	85%	100%	M.Baskar/ P.Premkumar	Dispatch Activity	Knowledge on Software Skill	L3
9	Stock tacking for A,B,C,D class as per plan.	Sales Team	Perpetual inventory register	LKM/SLS/DI/28	Daily Followup	100%	85%	100%	T.Shanmugam	Documentation	Knowledge on Accountability & Traceability	L3
10	Packing Arrange to daily Dispatch plan	Sales Team	Packing STD	****	Daily Followup	100%	85%	100%	M.Baskar/ P.Premkumar	Dispatch Activity		L3
11	To ensure the packing slip in all dispatch parts.	Sales Team	Packing slip	LKM/SLS/DI/24	Daily Followup	100%	80%	100%	M.Baskar/ P.Premkumar	FG Store Activity		L2
12	Preservation & records maintaining.	Sales Team	Preservation checklist	LKM/SLS/DI/07	Daily Followup	100%	82%	100%	T.Shanmugam	Documentation	Control of Documents & Records	L2
13	Vehicle planning	Team	****	****	As per plan	100%	85%	100%	M.Baskar/ P.Premkumar	Dispatch Activity	Transportar,inter&In tra communication skill	L3
14	Stock conversion for New parts Followup	HOD	****	****	As per plan	100%	80%	100%	P.Premkumar/ T.Shanmugam	FG Store Activity	Knowledge on Software Skill	L2
15	Customer return empties accounting in dispatch register.	Sales Team, Transport	Dispatch Register	Supporting Document	As per plan	100%	80%	100%	M.Baskar/ P.Premkumar	Dispatch Activity	Control of Documents & Records	L2

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16	FG store internal records maintenance	Sales Team	Inward and Dispatch register	Supporting Document	As per plan	100%	75%	100%	P.Premkumar/ T.Shanmugam	FG Store Activity	Sales Department Procedure	L1
17	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1
18	Improvement activities.	Sales Team	CIP Register	LKM/PRD/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2
19	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/30	****	****	****	****	****	Documentation		L2
20	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Efficient utilization of manpower & People Development	L2
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:										

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