



Role Name	Section Head- PPC	
Reporting to	Department Head SCP&L	
Role purpose	Manage Finished Goods, WIP & BOM stocks as per norms	
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Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Budgeting & control	To coordinate with Production to prepare budget for a) Raw material, BOM, and Other production consumables consumption	1) Timeliness of Preparation (Schedule Plan vs actual) 2) Timeliness of variance reporting (Budget vs actual)
Capacity planning	To prepare capacity utilisation working for all production machinery in coordination with sales & marketing and production	1) Timeliness of submission of capacity workings
Production planning	To prepare monthly production plans for Material procurement in coordination with sales and marketing	1) Timeliness of submission of monthly production plans 2) Variance in plan vs actual
	To prepare weekly production plans for day to day operations in coordination with production, maintenance, NPD, and Logistics.	1) Timeliness of submission of weekly production plans
	To track maintenance activities against the annual maintenance plan in order to ensure optimum plant productivity	1) Maintenance plan vs actual
Inventory control	To manage Finished goods availability as per norms by ensuring timely production.	1) No. of items having inventory less than minimum level
	To control slow moving inventory by ensuring accurate identification and stock reporting and continuous follow up	1) Slow moving inventory plan vs actual 2) Inventory record accuracy (%)
Warehousing	To implement SOP's so as to build safe working environment, minimize damage/deterioration of FG, WIP and accurate stock reporting	1) No. of recordable/restricted injuries in FG warehouse
		1) Safety audit score-FG and WIP warehouses
		1) Handling damage (Value) 2) FIFO adherence
		1) Inventory Record accuracy (%)
Systems & processes	To develop, upgrade and modify PPC processes and systems as per business requirement.	1) Oracle manufacturing implementation schedule plan vs actual 2) WMS implementation schedule plan vs actual
	Implementation, review & monitoring of TS 16949, ISO 14001, TQM as per company guidelines.	TQM Audit score / TQM Review meetings. No. of NCR's in internal / external audits.
Manpower Development	To plan and develop the skills in section members as per roles and responsibility	1) timeliness of Competency mapping preparation 2) Training plan vs actual
	To build and maintain high morale and motivation in section members through better communication by periodical formal and informal meetings	1) Communication meeting plan vs actual 2) Off site get togethers (of PPC section) plan vs actual
INTERACTION		
Internal	Customers	Other External parties/Vendors
Sales & Marketing, Production, Materials/Purchase, VD, I.T., Projects and New Model Development, SCPL team of other plants and warehouses	All external customers	