**1.2 TERMS OF REFERENCE**

**1.2.1 SUPPLY CHAIN CONTROLLER**

1. **IMMEDIATE SUPERIOR**

1.1 ENGINEERING MANAGER

1. **RESPONSIBILITIES**

2.1 Establish and implement a Material & Logistics Support Department and actively manage the department to provide quality service, in a timely manner to support GAM operations.

1. **SPECIFIC FUNCTIONS**

3.1 Develop Material & Logistics Support policies, responsibilities and tasks to establish appropriate guidelines for the efficient support of GAM operations.

3.2 Plan, develop and monitor the activities of the following units in the department:

a. Purchasing Unit

b. Warehouse Unit

3.3 To manage all activities concerned with material handling, receipt, storage, issue, inventory control, purchasing, import and export services and related activities in support of clients and GAM Engineering Department and be responsible to ensure all work and processes conforms to statutory and legal requirements and meet quality standards.

3.4 Strategically plan and manage logistics, warehouse, transportation and customer services.

3.5 Direct, optimize and coordinate full order cycle.

3.6 Liaise and negotiate with suppliers, manufacturers, retailers and consumers.

3.7 Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.

3.8 Arrange warehouse, catalog goods, plan routes and process shipments.

3.9 Collaborate with other managers to determine supply needs.

3.10 Purchase supplies and materials according to specifications.

3.11 Coordinate and supervise receiving and warehousing procedures.

3.12 Oversee distribution of supplies in the organization.

3.13 Control inventory levels and ensure availability of material during emergencies.

3.14 Supervise, evaluate and coach subordinates.

3.15 Maintain relationships and negotiate with suppliers.

3.16 Keep detailed records on procurement activity, materials quantity, specifications etc.

3.17 Assist in forecasting to plan future orders.

3.18 Resolve any arising problems or complaints.

3.20 Meet cost, productivity, accuracy and timeliness targets.

3.21 Maintain metrics and analyze data to assess performance and implement improvements.

3.23 Answerable to the Accountable Manager of Galaxy Aerospace (M) Sdn. Bhd. (GAM).

3.25 Monitor inventory control for improved inventory accuracies and security of GAM assets.

3.26 Implement, coordinate, control and monitor the conformance to the policies and procedures of the department by the relevant units.

3.27 Monitor the effectiveness of the vendor performance program for responsive support of GAM operation.

3.29 Initiate and monitor an effective system of Priority/AOG processing and gauge effectiveness in minimizing priority arising.

3.30 To ensure that all audit findings from Internal Audit, CAA Malaysia, DGTA and other MAA/NAA are attended and resolved within the agreed timeframe.

3.31 To ensure that all Material & Logistics Support personnel are in possession of correct skills and are given appropriate training.

3.32 Induce positive attitude and response in Material & Logistics Support personnel on the needs to observe industrial safety, health and environmental regulation, procedures and practices for the protection of their own and as well as the Company's interest.

3.33 To chair Material & Logistics Support department meeting to review objectives and organize work in progress.

3.34 Preparing department budget.

3.35 Initiate new vendor application

**1.2.2 PURCHASING IN-CHARGE**

1. **IMMEDIATE SUPERIOR**

 1.1 **SUPPLY CHAIN CONTROLLER**

1. **RESPONSIBILITIES**

2.1 Implement the Purchasing and Inventory Control system. Ensure planning, forecasting, sourcing, purchasing and control of inventory are carried out in accordance with the approved procedures in the most efficient, economical and timely manner.

**3. SPECIFIC FUNCTIONS**

3.1 Implement and maintain the established Purchasing and Inventory Control System to meet the operational requirement of the department.

3.2 Maintain, monitor and administrate effectively all the activities of the Purchasing Unit.

3.3 Implement a system of planning and forecasting to ensure timely acquisition, positioning and optimal holding of the requirement.

3.4 Monitor and ensure timely acquisition of parts as required by Service Bulletins, Modifications and other special requirement by the operation.

3.5 Provisioning the list of parts required for new additions to the company’s fleet or the setting up of a new base/line station.

3.6 Establish and maintain a system of sourcing for parts from OEM and other approved vendor and monitor their performance based on their responses, pricing, and quality and delivery lead-times.

3.7 Ensure a system of calculation of minimum/maximum/re-order stock levels based on delivery lead-times, usage, company policy on stock levels, Economic Order Quantities, Primary Packaging Quantities and continuously administer and monitor its effectiveness.

3.8 Establish critical stocks to be held and segregate stock for special projects and other defined servicing plans.

3.9 Monitor warranty claims with relevant suppliers and ascertain the claims are as allowed in the contract.

3.10 Execute and maintain the parts request vetting and processing system.

3.11 Cultivate a positive attitude among Purchasing staff relation to all safety procedures and regulations as laid out in the company’s Safety Regulations.

3.12 Ensure the Purchasing staff are in possession of the correct skills to carry out their given tasks.

3.13 Carry out any other tasks given by the Material & Logistics Support Controller.

**1.2.3 WAREHOUSE IN-CHARGE**

1. **IMMEDIATE SUPERIOR**

 1.1 **SUPPLY CHAIN CONTROLLER**

1. **RESPONSIBILITIES**

2.1 Establish and maintain a system of warehouse management in accordance with the approved procedures.

**3. SPECIFIC FUNCTIONS**

3.1 Monitor system of receipt in storage of items received and accompanying relevant documents.

3.2 Implement and monitor a system of storage and retrieval of parts.

3.3 Ensure items are stored and monitored in appropriate climatic conditions as required by the nature of items.

3.4 Monitor the separation of items in quarantine, special projects and scheduled servicing and maintain strict control over their release.

3.5 Monitor all documentation and ensure timely update of items received and released, and collect, collate and report relevant data on a regular basis.

3.6 Carry out routine and annual stocktaking as scheduled and provide status report to Material & Logistics Support Controller.

3.7 To ensure that all incoming and outgoing aeronautical products are handled in accordance with company procedures and airworthiness requirements.

3.8 To ensure that relevant documents and records are entered in computer and filed in an organized way.

3.9 To ensure that unserviceable material is dispatched to repair stations in a timely manner.

3.10 To ensure that shelf-life items are properly controlled.

3.11 Implement and maintain the established Shipping system to meet the operational requirement of the company.

3.12 Monitor all receipt and dispatch activities to ensure timely handling of all cargo arriving and leaving the premises.

3.13 Arrange for sea, air and land transportation needs.

3.14 Obtaining and monitoring all relevant shipping, flight and road transportation schedules and consolidating shipment according to destination and mode of transport.

3.15 Forwarding of freight to the relevant contractor for dispatch to specified destinations and under specified mode of transport.

3.16 Ensure the preparation of relevant shipping documents e.g. Bills of Lading, Airway Bills and other documents as necessary.

3.17 Ensure the preparation and processing of relevant customs forms and ensure prompt approval is obtained.

3.18 Monitor contractor’s response to shipping request, suitability of schedules, competitiveness of shipping rates and ability to handle extra-large cargo.

3.19 To assist Material & Logistics Support Controller in planning of daily activity, to ensure that warehouse remain clean, organized and the facility is secured during and after working hours.

3.20 To perform investigation on abnormal stock discrepancy.

3.21 To maintain warehouse asset.

3.22 To assist Material & Logistic Support Controller on the planning and continual improvement of department.

3.23 Carry out any other tasks given by the Material & Logistics Support Controller

**1.2.5 LOGISTICE & PURCHASING EXECUTIVE**

1. **IMMEDIATE SUPERIOR**

 1.1 **SUPPLY CHAIN CONTROLLER**

1. **RESPONSIBILITIES**

2.1 Purchasing items from existing approved vendors, based on approved purchase request in accordance with purchasing procedures.

 **3. SPECIFIC FUNCTIONS**

3.1 Sourcing from approved vendors and purchasing from selected vendors as directed by the superiors.

3.2 Raising Purchase Orders (PO) and forwarding it to the vendor and obtaining acknowledgement of receipt of the PO.

3.3 Monitoring all PO for timely delivery and expediting those likely to become overdue and upgrading delivery of those items required to meet urgent needs.

3.4 Request pre-payment where required and ensure timely payment to meet delivery target dates.

3.5 Update the Information System of all delivery and other changes in the PO.

3.6 Liaise with Warehouse Unit on the delivery details and closely monitor receipt.

3.7 Assist Warehouse Unit in the resolution of any discrepancy that may arise.

3.8 Ensure all parts requests are vetted for accuracy, eligibility, and stock availability.

3.9 Monitor stock levels and update the levels based on delivery lead time, past usage, company policy on stocks to be held.

3.10 Segregate and reserve stocks identified in the servicing plans and restrict and control access to these stocks.

3.11 Closely monitor stock usage and trigger replenishment as required.

3.12 Monitor any obsolete stocks that may arise due to modifications or manufacturers ceasing production. Compile and submit to your superior a list of these obsolete stock for disposal.

3.13 Any changes of price, or delivery date of the ordered item, must be notified to Logistic & Procurement Controller.

3.14 To attend related meeting and produce any reports as and when required by superiors and Logistic & Procurement Controller.

3.15 Any changes of price, part number, alternate part number, quantity, or delivery date of the ordered item, must be notified to CAMO / EIC/Planner

3.16 Carry our any other tasks given by superiors.

3.17 Ensure workstation is clean and tidy.

**1.2.4 STORE INSPECTOR**

1. **IMMEDIATE SUPERIOR**

1.1 Warehouse In-Charge

1. **RESPONSIBILITIES**

2.1 Ensure all airworthiness requirements pertaining to receipt, storage and supply of aircraft parts and materials are complied with.

**3. SPECIFIC FUNCTIONS**

3.1 Ensure that all incoming items are accompanied by relevant documents and received in full as per shipping list.

3.2 Carry out visual check to ensure the consignment received is in good condition and isolate any damaged or incomplete consignment and promptly investigate and report the occurrence.

3.3 Accepted parts are to be appropriately labelled and placed in their pre-determined or new location.

3.4 Ensure all safety procedures are taken into account when storing parts in their appropriate location.

3.5 Update records with all the information.

3.6 Ensure parts are released based on approval and the stock holding records are updated.

3.7 Ensure that parts retrieved for issue are consolidated according to customer and they are advised when it is ready for collection.

3.8 Implement all safety requirements as laid down by Safety Manual and always ensure cleanliness of the Warehouse.

3.9 Ensure all mechanical handling equipment used in the Warehouse are serviceable and safe for use.

3.10 Continuously monitor the Warehouse to ensure that parts are correctly stored and in serviceable/usable condition. Any life expired parts are to be immediately removed and quarantined prior to disposal.

3.11 Assist in any Stock Taking program scheduled and take appropriate action when remedial measures are to be implemented.

3.12 Issue items release tags e.g. Serviceable, Unserviceable, Quarantine

3.13 Carry out any other tasks given by superiors.

**1.2.6 SHIPPING OFFICER**

1. **IMMEDIATE SUPERIOR**

 **1.1 SUPPLY CHAIN CONTROLLER**

1. **RESPONSIBILITIES**

2.1 Implement the shipping and packaging of the goods ,process as laid down in the Manual, in relation to transportation for receipt and dispatch of goods from and to Suppliers and Bases.

**3. SPECIFIC FUNCTIONS**

3.1 Liaise with Shippers, Freight Forwarders and Transportation companies and to obtain their scheduled movements to destinations of interest.

3.2 Arrange transportation as directed by your superior, to convey goods from the Warehouse to the Bases or suppliers as required.

3.3 Update shipping details and keep all interested parties informed of movement.

3.4 Arrange immediate shipping for AOG items to bases using the fastest means including carrying on board flights personally when directed by your superior.

3.6 Receive bulk shipment from suppliers, break bulk and inspect conditions of receipt, documents attached and update receipt information.

3.7 Separate items into individual destinations and re-pack for shipment according to distribution listing.

3.8 Damaged items to be isolated into quarantine and reported to superior for resolution of discrepancy.

3.9 Ensure items to various bases are programmed to be shipped in accordance with shipping schedule without delay, and the recipient informed of impending shipment.

3.10 Ensure all shipping documents are verified, recorded and disposed of in accordance with the Manual.

3.11 Carry out any other tasks given to you by superiors.

**1.2.7 SENIOR STOREMAN**

1. **IMMEDIATE SUPERIOR**

1.1 Warehouse In-Charge

1. **RESPONSIBILITIES**

2.1 Execute and maintain the Warehouse parts receiving, locating and retrieving process as laid down in the Manual.

**3. SPECIFIC FUNCTIONS**

3.1 Ensure that all incoming items are accompanied by relevant documents and received in full as per shipping list.

3.2 Carry out visual check to ensure the consignment received is in good condition and isolate any damaged or incomplete consignment and promptly investigate and report the occurrence.

3.3 Accepted parts are to be appropriately labelled and placed in their pre-determined or new location as the case may be.

3.4 Ensure all safety procedures are taken into account when storing parts at their appropriate location.

3.5 Update records with all the information.

Parts Issue

3.6 Ensure parts are released based on approval and the stock holding records are updated.

3.7 Ensure that parts retrieved for issue are consolidated according to customer and they are advised when it is ready for collection.

3.8 Implement all safety requirements as laid down by Safety Manual and ensure cleanliness of the Warehouse at all times.

3.9 Ensure all mechanical handling equipment used in the Warehouse are serviceable and safe for use.

3.10 Continuously monitor the Warehouse to ensure that parts are correctly stored and in serviceable/usable condition. Any life expired parts are to be immediately removed and quarantined prior to disposal.

3.11 Assist in any Stock Taking program scheduled and take appropriate action when remedial measures are to be implemented.

3.12 Carry out any other tasks given by superiors.

**1.2.8 STOREMAN**

1. **IMMEDIATE SUPERIOR**

1.1 Senior Storeman

1. **RESPONSIBILITIES**

2.1 Assist in receiving incoming items from Warehouse Unit and sorting, labelling and storing them in their allocated location. Retrieving items for issue, and Record all items unserviceable received from user.

**3. SPECIFIC FUNCTIONS**

Receiving Items

3.1 Receiving items from shipping, check documentation accompanying and update records of receipt.

3.2 Note condition of items and any damage or discrepancy in documents to be noted, item segregated and placed in quarantine and the matter reported to your superior.

3.3 Label received items and indicate the storage location as contained in the records.

3.4 Place items in their appropriate storage location and update records.

3.5 Store all documents as appropriate.

Issuing Items

3.6 On receipt of approved requests, locate and retrieve items and issue as requested. Update parts issue records.

3.7 Store all documents as appropriate.

Returned Items

3.8 Liaise with Procurement for items returned to vendor, Verify returned items, its condition, appropriate labels and other documents and process the items as required.

3.9 Place the returned items in the appropriate racks/quarantine as necessary and inform your superior for further action.

3.10 Dispose returned items as directed by your superior.

3.11 Carry out any other tasks given by superiors.

**1.2.8 DOCUMENT CONTROL**

1. **IMMEDIATE SUPERIOR**

1.1 Senior Storeman

1. **RESPONSIBILITIES**

2.1 Assist in receiving incoming items from the Warehouse Unit and sorting, labelling and storing them in their allocated location. Retrieving items for issue and Record all items unserviceable received from user.

**3. SPECIFIC FUNCTIONS**

Receiving Items

3.1 Receiving items from shipping, check documentation accompanying and update records of receipt.

3.2 Note condition of items and any damage or discrepancy in documents to be noted, item segregated and placed in quarantine and the matter reported to your superior.

3.3 Label received items and indicate the storage location as contained in the records.

3.4 Place items in their appropriate storage location and update records.

3.5 Store all documents as appropriate.

Issuing Items

3.6 On receipt of approved requests, locate and retrieve items and issue as requested. Update parts issue records.

3.7 Store all documents as appropriate.

Returned Items

3.8 Liaise with Procurement for items returned to vendor, verify returned items, its condition, appropriate labels and other documents and process the items as required.

3.9 Place the returned items in the appropriate racks/quarantine as necessary and inform your superior for further action.

3.10 Dispose returned items as directed by your superior.

3.11 Carry out any other tasks given by superiors.