

AMO MEMO

To : GAM EMPLOYEE
From : Engineering Manager
Date : 26 February 2021
Re : Introduction of new forms – Requisition Order Form GAM/E-042 and new policy on logistic process.

Please be informed that new form has been introduced to improve the efficiency of the process flow and management of GAM Logistic.

This form to be attached in an email from a requestor for the ordering of spares or requesting a specialize services to outside vendor respectively that require logistic action.

Logistic Department upon receiving of this form is to initiate the procurement or shipment process as applicable and reply to the requestor the reference number of the Requisition Order form received, together with the necessary information in the appropriate column for requestor acknowledgement and record. This should limit the requestor dependency for a constant update from the logistic personal.

A new policy for Logistic Department is to triple the amount of requested quantity for all Class 3 items which are hardware, consumable and materials (except for short shelf-life item) to develop an inventory in GAM Warehouse. All ordered spares are to be processed and stored in GAM warehouse as per standard acceptance procedure.

Requestor shall be able to plan and estimate the readiness of spares base on the information provided and shall book-out the required item from GAM warehouse whenever it become available.

Nevertheless, a special arrangement must be made for AOG request which storeman shall advice the requestor once it is ready for collection.

The form and it filling procedure are attached together with this memo.

Thank you.

- END -

Every day is a new day and let it be better than yesterday

1. Any requirement related to the purchase of spare parts, raw materials, consumable, repair and overhaul of components or any related services of the aircraft requirements, applicant must request application by using GAM/E-042 - Requisition Order Form.
2. This form only can be filled by EIC and planner of the base. For other departments, only employees with executive positions and above are allowed.
3. Please read carefully before fill the form and all required fields must be filled completely. Incomplete applications will be returned.
4. Please enter the date form raised in the field provided.
5. Please tick type of priority. The classification as follows:
 - a. AOG - Orders required at an immediate rate or within 72 hours.
 - b. Rush Order - Orders that are to be required within 14 days.
 - c. Routine Order - Orders are made for the purpose of adding stock or for later use. The period is 14 days and above.
6. Tick type of order, if it is other Service, please specify the type of service. Example: calibration, Oil tests etc.
7. If requisition order for using at the aircraft, the applicant must fill aircraft information field along with worksheet number. If not correspondent to any specific aircraft, please state (N/A) as non-applicable.
8. If requestor has a recommended of vendor/distributor, applicant must fill the information and attached a reference document.
9. Required to fill applicants information completely. Please specify the exact delivery location. If the order is made for the stock, please state **GAM WAREHOUSE** as the delivery location for storage purposes.
10. The description of the order information should be filled in clearly and without confusion. If have specific information, the applicant should explain briefly and simply in the 'Special Instructions' column. If space is not enough, can use separate sheets.
11. Completed form must be sent to the logistics dept. via store official email and CC to Engineering Manager for acknowledgement.
12. The logistics department should process the application and record the requirements.
13. Upon receipt of the request, the Logistics personnel must register GAM Order No. on the form and inform the applicant. This will be used as a reference for following up to the request.
14. Logistic personnel should fill in the 'use by logistic dept' field with relevant information and reply to the requestor email.
15. If the list of requirements exceeds the available space, you must use the attachment or use another form.