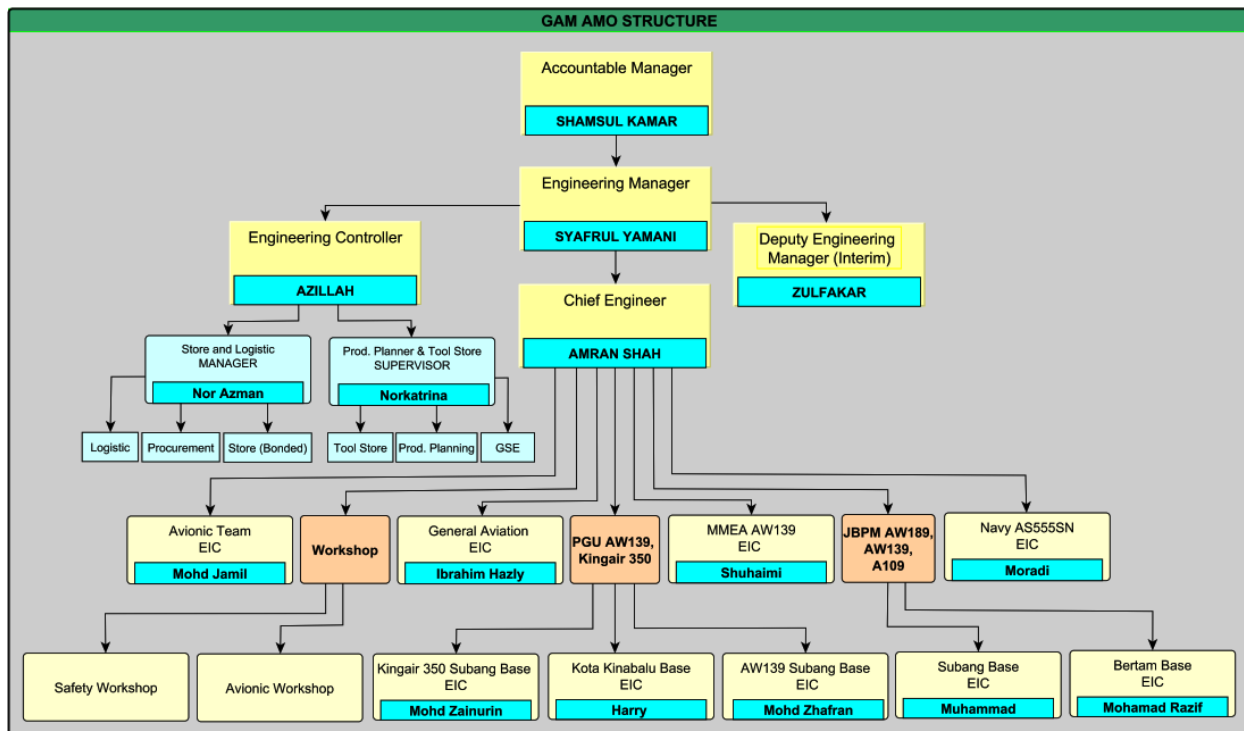


AMO MEMO

To: ALL
From: Engineering Manager
Date: 16 November 2020
Re: New AMO Structure and introducing of Engineering Controller post.

Galaxy AMO structure effective from 16th November 2020:



Engineering Controller

Jobs Description:

- a) Daily administration and control of engineering support group as per AMO structure.
- b) Ensure correct and efficient execution of maintenance planning on aircraft downtime and all task associated with tools, GSE and parts.

- c) Liaise with Engineering Manager to facilitate the provision of adequate facilities, supporting equipment and personnel to perform the function of engineering support.
- d) Coordinate with Store and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.
- e) Coordinate and liaise with finance department on allocation of fund for the procurement of spares, consumable and GSE. To plan and forecast the requirement for schedule inspection and anticipate for the unscheduled rectification.
- f) Coordinate with commercial department for AMO related matters with regard to contract obligation and client requirement.
- g) To lead the engineering support team in setting up new base or new operation and coordinate with Chief Engineer for the manpower arrangement for the setup.
- h) Provides updates to the Engineering Manager on engineering support matters which affect the aircraft maintenance activities.
- i) Ensure that all Engineering Support personnel are in possession of correct skills and are given appropriate training.
- j) May act in the capacity of Engineering Manager when required and/or called upon to do so and ensure proper hand-over is accomplished.
- k) Plan, organize and control the ground support equipment, spares and consumable as required by Maintenance personnel for the maintain of aircraft in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner.
- l) To allocate and supervise work for personnel under his control.
- m) Responsible for maintaining a clean and safe working environment at all time.

AMO staff to give full support to the Engineering Controller and respective person-in-charge.

Syafrul Yamani