

ENGINEERING PROCEDURE MANUAL

3.9 Storeman

Immediate superior: Warehouse & Logistic Manager

- a) Responsible for receiving, storing, packing and/or unpacking of goods as well as delivering goods to/from the store.
- b) Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.
- c) Allocate the part a location in the store so that it can be found in the future and maintaining a register of parts in the store.
- d) To supply the part to the maintenance personnel (requestor) to be fitted to the aircraft when requested.
- e) Ensure aircraft spares to be kept in a bonded store. That is, a place with restricted access.
- f) Receiving unserviceable parts from the maintenance engineers and despatching unserviceable parts for repair or scrapping them if they are no repairable items.
- g) To ensure serviceable aircraft parts cannot be mixed with commercial parts, which have a separate store, and unserviceable parts which should also have their own area.
- h) Keeping a daily record of the store temperature and humidity.

DOCUMENT REFERENCE:	GAM/EPM/AMO			DATE:	08 Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 0-08 15 of 20

ENGINEERING PROCEDURE MANUAL

3.10 Logistic Officer

Immediate superior: Warehouse & Logistic Manager

- a) Maintain good relationship with Vendor / Forwarders.
- b) Making professional decision in a fast-paced environment.
- c) Negotiate the best deal for pricing with forwarders.
- d) Maintain and update list of forwarders, delivery times and potential future development.
- e) Manage with custom and forwarders for any issue related to Import / Export of goods
- f) Manage with finance department for submit invoice and generate purchase orders.
- g) Manage the acceptance, delivery goods and all records.
- h) Prepare exemption certificate for my sst and filing all K1 and K2 form.
- i) Responsible for preparing the incoming and outgoing shipment.
- j) Liaising with courier and forwarder for any shipment related to Galaxy Aerospace Sdn Bhd.
- k) Manage driver for any delivery goods, issuing, and collection from other base (Operation Galaxy) include Galaxy Aerospace Sdn Bhd vendor.
- l) Generate commercial invoice, delivery orders for incoming and outgoing shipment.

DOCUMENT REFERENCE:	GAM/EPM/AMO			DATE:	08 Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 0-08 16 of 20

ENGINEERING PROCEDURE MANUAL

3.11 Document Controller

Immediate superior: Warehouse & Logistic Manager

- a) Receiving, storing, packing and/or unpacking as well as delivering goods to/from the store.
- b) Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.
- c) Allocate the part a location in the store so that it can be found in the future and maintaining a register of parts in the store.
- d) Receive unserviceable parts from maintenance engineers and despatching unserviceable parts for repair or scrapping the item
- e) Record daily temperature of the store temperature and humidity.
- f) File all the necessary documents in physical and digital records and ensure appropriate storage.
- g) retrieve files as requested by employees.
- h) maintain the accuracy of the records, editing where necessary to ensure they are up to date.

DOCUMENT REFERENCE:	GAM/EPM/AMO			DATE:	08 Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 0-08 17 of 20