

## **Proposal for Planner Disturbance allowance**

**Objective:** To appreciate off hours / off day / Sick Leave (MC) day dedication and hard work demonstrated by all the Planners while keeping them committed to GAM without possibility of mobility or switching company (Retention).

**Description:** The comparison is done to other long established companies and previous planner experience in hope of aligning the best suitable benefit that would meet both Planners expectation and GAM costing.

<b>1. Position Details</b>
Engineering > Engineering Controller > Planner Location: Subang (GAM / MIAT / PGU / APMM), BERTAM / MIRI / KK Functional Details: Report to Supervisor Planner
<b>2. Scope of Position</b>
<p>The Galaxy Aerospace (M) (GAM) in general Engineering Controller is dedicated to run in office hour mode but is required to stand by after hours or during public holiday or off day in continuous support to the Maintenance, Repair and Overhaul (MRO) of all GAM customers which comprise of over 45 A/C with varieties of Helicopter types and Beechcraft. It comprises the Planner team and Tools &amp; Ground Service Equipment (GSE) team which operate 12 hours 7AM to 7PM daily.</p> <p>In a dynamic and fast working environment, Planner is required to work closely with LAEs / EIC along with CAMO team for best action or decision to execute the maintenance schedule in order to meet customer specific requirements following contracts while maintaining optimum balance due hours or cycle for cost saving. This would require Planner to be available at almost any time thus can be considered 24/7 availability.</p>
<b>3. Key Responsibilities</b>
<ul style="list-style-type: none"><li>● Answerable to Engineering Controller and Managing Director of Galaxy Aerospace Sdn Bhd</li><li>● Work closely with CAMO and LAE to decide if Work Pack can be executed as planned or possible to delay to meet optimum usage of hours and cycle</li><li>● Revert to Tech Records or LAE on correct PN and Qty required to perform the task and also</li><li>● Liaise with Customer on maintenance program and update TAT of each maintenance</li><li>● Record Work Pack in Master list</li><li>● Able to receive urgent Unscheduled Maintenance (UMC) even on off day and ready to raise order</li><li>● Issue from stock or create demand if not in stock using different priority for advance schedule planning</li><li>● Monitor PO / Follow up with Procurement / Logistic to anticipate EDD for possible work reschedule, Need to have list / record of outstanding PO*</li><li>● Keep LAE updated on part status before or during maintenance*</li><li>● Planner need to review the docs before scan, correction EIE / re-do and create DN (DN note WP) to CAMO, once LAE close work pack</li><li>● Prepare and send monthly report</li></ul>

- Office and non office hours, ready to issue permission robbing for delay / NIL availability spares
- Office and non office hours, prepare and send daily status report
- Non office hours, ready to raise order in Aeronet for SCH or UMC
- Non office hours, ready to verify flight hours with customer (Flight Ops) and record tech log
- Additional: To update latest Publication List from CAMO into each computer at different based for LAE reference in general
- Additional: To get IPC reference or provide supplier info to procurement if needed
- Additional: Liaise with Logistic / Procurement for spares order, prices and vendor to choose for best quotation price with shortest EDD
- Additional: To search for PO Status in Aeronet manually if Email is not found (Each Job > PO# > Status for each item)
- Additional: Pick up spares from GAM (More to UMC or during shortage of LAE), including qty check
- Additional: Return U/S core unit to store before exchange due date

**Summary:** In general, we can come out with 3 options but we propose to use Disturbance Allowance as it meet both Planners expectation and GAM costing. Belo are the reason:

- All Planners salary is above RM 2,000 which is not qualified for OT furthermore, even if it does, it will cost GAM more than paying disturbance allowance.
- We have considered if adding Protege can help to reduce the workload, yes but the extra hours will still have to be covered by Staff, plus it would help to cover at least 2.5 person Disturbance allowance with a single Protege but will keep Staff happy and feel rewarded.
- Amount RM 800 is actually the amount that was already approved to the planner, so it further justify this proposal.

Details are below with example of RM 2,000 basic salary

Basic: RM 2,000

Average 1.5H extra working days:  $1.5H \times 22D = 33H$  (PGU takes up to 3.5 hours a day)

Average off hours standby:  $4H \times 9D = 36H$  (9D taken as the balance of 31D - 22D)

**Total OT claimable:** 69H

**Rate for 1H OT:** RM 11.36 but there will be times where x1.5 or x2 or x3 applies

*Option 1 (OT based claim)* = RM 784.09 - Probably RM 1,000 to 1,400 if (multiply factor involved + 104H Max)

**Option 2 (Disturbance allowance)** = RM 800 (Based on figure attached in PDF, calculated extra work load is around RM 717 but 800 is chosen as the pay due to more extra work during heavy maintenance)

*Option 3 (Adding Protege)* = Still won't help the non office hours work that need to be covered by Planner, and it will cost GAM more which is about 2.5 Planner per Protege added. So providing Disturbance allowance to 15 Planners is around the same cost of 6 Protege but benefit will increase morale of Planner and retain them with GAM.