

FIRST EDITION

INDUSTRIAL SKILLS FRAMEWORK

Aerospace Industry MANUFACTURING



IN COLLABORATION WITH




SUPPORTED BY





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We would like to thank all working committee members who have contributed to the development of the Industrial Skills Framework document for the Aerospace Industry - Manufacturing.

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FOREWORD

- CHIEF EXECUTIVE OF HRD CORP -



YBhg. Datuk Shahul Dawood

The Human Resource Development Corporation (HRD Corp) has continuously worked to improve efficiency at the workplace by equipping the Malaysian workforce with the right skills, competencies and trainings. This requires us to work hand-in-hand with players from the industry to align their training needs with suitable certification courses. A well planned investment in human capital development will boost the growth of the industry and economy of Malaysia in the long term. This is even more pertinent as the COVID-19 pandemic has impacted most industries and rendered conventional jobs and positions obsolete.

There are calls for flexible working methods and new jobs that will allow employees to work remotely while maintaining current productivity. In light of these developments, HRD Corp has revamped our approach in reaching out to the industry for the purpose of up-skilling and reskilling employees. Our biggest challenge at this point is to aggressively assist retrenched and unemployed Malaysians to get back into the workforce.

As such, this Industrial Skills Framework (IndSF) is a well-timed effort geared towards addressing the current challenges of assisting Malaysians to be successfully hired based on new skills and competencies that are required by the industry. I would like to take this opportunity to congratulate all members of the Sectoral Training Committee (STC) on Transportation, Subject Matter Experts from the industry and especially members of the Malaysian Aerospace Industry Association (MAIA) for their tireless effort in developing this IndSF document. It is indeed an honour to be able to deliver this initiative to the Malaysian workforce. HRD Corp looks forward to continue being the driving force in shaping and empowering our Malaysian workforce together with our industry partners.

FOREWORD

- PRESIDENT OF MAIA -

Mr. Naguib Mohd Nor

First of all, I would like to thank the committee members for entrusting me to be the Chairman of Sectoral Training Committee (STC) for the Transportation Industry. It is indeed an honour to lead the committee and I am very pleased to be able to present our inaugural Industrial Skills Framework (IndSF) for the Aerospace Industry for this year. Despite the difficult pandemic situation, the working committee was able to produce in a very short time, the first set of skills framework for the Manufacturing and Maintenance, Repair and Overhaul (MRO) subsectors. This is our initial debut since the formation of the STC and it was only made possible with the strong support and commitment given by our active members and guidance from the industry's Subject Matter Experts.



The Aerospace Skills Framework produced in this publication will only be a start of the long and continuous process of creating a comprehensive skills standard that is recognised by industry. The content of this publication will be updated continuously with new skills and competencies and with new job roles for every sector of the industry. The material will also be continuously updated to include IR 4.0 elements like Systems Integration or Drone Technology. It is our hope that it will become an important reference point for the Aerospace industry players and the public alike.

It is essential that Aerospace players and interested parties who use this material not only provide us with constructive feedback, but also become future contributors and volunteers who participate in any industry skills framework workshops that is organised by HRD Corp. Also, a special thanks and appreciation to the working committee of this publication who despite working under difficult circumstances was able to overcome obstacles, maximise their efforts and work together as a team to put together this important document. And last but not least, my sincere gratitude to the HRD Corp Management as the key sponsor and organiser who made it possible to create this invaluable material for the industry.

Thank you.

FOREWORD

- HEAD OF NAICO -



Prof. Ts. Shamsul Kamar Abu Samah

The Malaysian Aerospace Industry Blueprint 2030 has set a long-term target for Malaysia to position itself as the leading aerospace nation in the Southeast Asian region. To support the growth of the industry, 32,000 highly skilled workforce are required to serve various aerospace sub-sectors by 2030. In meeting these targets and the growing demand of the industry, the National Aerospace Industry Coordinating Office (NAICO) led the implementation of multiple aerospace development initiatives spanning industry facilitation, local supply chain development, competency development, research & technology (R&T), international collaboration and human capital development.

Preparing the next generation aerospace professional has become one of the main focus for NAICO since its establishment in 2015. We have formed strategic partnership with various organizations responsible in skilled, technical and professional talent development. Among the notable outcomes include the development of Occupational Framework for Aerospace Industry; report on Supply and Demand of TVET Workforce in Malaysia's Aerospace Industry; implementation of aerospace Recognition of Prior Achievements (PPT) program; and development of Continuous Professional Development (CPD) programs as well as advocating registration for aerospace professional technologist and certified technicians.

The collaboration formed by HRD Corp with NAICO, MAIA and S-DAICO in publishing the IndSF for Aerospace Industry was timely to support the needs to retrain and reskill aerospace technical workforce that are affected by the COVID-19 pandemic. The Skills Framework will also serve as reference for advanced reskilling training related to Industry 4.0 technology. Post COVID-19, more advanced aerospace technological projects will be implemented under the 12th Malaysia Plan with the aim to digitally transform the Malaysian supply chain in sustaining Malaysia's long-term competitiveness.

Let us strengthen our collaboration for the benefits of the Malaysian aerospace industry ecosystem. The future is bright and the sky is getting clearer for us to soar higher together. Malaysia, Right Partner, Right Here!



This image shows the middle section of the cockpit instrument panel, featuring several digital displays and gauges. On the left, there are two circular gauges showing engine parameters like RPM and temperature. In the center, there are several digital readouts for fuel, oil, and engine status. On the right, there are more gauges and a central display showing flight data. The panel is illuminated with a soft, ambient light, and the background shows a view of the sky through the windshield.

This image shows the bottom section of the cockpit instrument panel, featuring a keyboard and additional displays. The keyboard is a standard QWERTY layout with various function keys. There are also several digital displays showing flight data and engine parameters. The panel is illuminated with a soft, ambient light, and the background shows a view of the sky through the windshield.

GUIDELINES

GUIDELINE 01

This document serves as a **GUIDE** for individuals, employers and training providers on knowledge, experiences and skills mastery in the Aerospace Industry

GUIDELINE 02

The job matrix serves as a **REFERENCE** for career progression within the industry

GUIDELINE 03

The Industrial Skills Framework for the Aerospace Industry will **FOCUS ON** Level 4 of the Malaysian Skill Certification (or its equivalent) and above

GUIDELINE 04

This document focuses on **JOB DESCRIPTIONS, SKILLS AND TRAINING NEEDED** in Aerospace functions

GUIDELINE 05

It is a **COMPLEMENTARY DOCUMENT** to existing references developed by the National Occupational Skills Standard (NOSS) and Malaysian Qualifications Framework (MQF)

GUIDELINE 06

The Industrial Skills Framework document is **NOT EXHAUSTIVE** and may be **REVIEWED FROM TIME TO TIME** for continuous improvements in parallel with the latest changes within the industry

ABOUT HRD CORP - IndSF

INDUSTRIAL SKILLS FRAMEWORK

- HRD Corp Industrial Skills Framework (HRD Corp-IndSF) is developed by the Human Resource Development Corporation (HRD Corp) with the aim of supporting the industry in acquiring skilled workforce who have the types and levels of competencies needed by the industry.

HUMAN RESOURCES DEVELOPMENT CORPORATION (HRD CORP)

- It acts as an **ADVISORY TO EMPLOYERS** in identifying suitable training programmes that meet the emerging needs of their business while bringing positive impact to the industry.
- It drives measurable effect(s) to the business and ensures the highest value and return on training investment for the employers and employees based on the changing needs of the future work environment.

PRINCIPLES



Meet the
**COMPETENCY
REQUIREMENT** of
sectors currently
covered under
PSMB Act 2001



Accommodate
the **NEEDS** of
in-service
workers



Built upon the
**NATIONAL
OCCUPATIONAL
SKILLS
STANDARD
(NOSS)**



Focus mainly on
**LEVEL 4
MALAYSIAN SKILL
CERTIFICATION** or
its equivalent and
above



Developed together
with the industry and
benchmarked
against successful
**FRAMEWORK
MODEL(S)**

HRD CORP - IndSF ASPIRATION

**MORE
INDUSTRY-
RELEVANT
training
content**

**BETTER TRAINING
OUTCOMES
through a
collaborative
approach**

**GREATER
UTILISATION of
levy**

FOR INDUSTRY: To identify the **emerging requirements** in the industry in order to equip the existing workforce with the **right knowledge** and **skills** and find suitable interventions to **bridge the needs** by leveraging on existing resources.

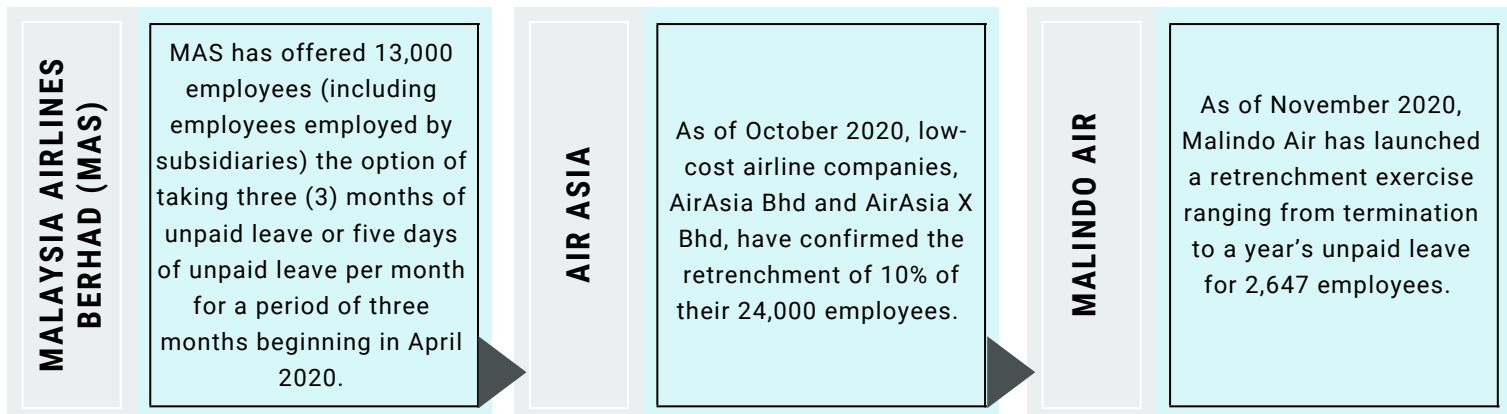
BUSINESS OUTLOOK

- AEROSPACE INDUSTRY -

THE IMPACT OF COVID-19 ON MALAYSIA’S AEROSPACE SERVICES MARKET

- Air travel has been one of the hardest-hit industries during the COVID-19 pandemic. Flight cancellations, compounded by travel bans or restrictions on international flights imposed by countries around the world have caused a staggering impact on the global airline industry.
- Out of 195 airport operated around the world, more than 140 of them, including Kuala Lumpur International Airport (KLIA), imposed full lockdowns and travel restrictions, shutting down airports and completely sealing their borders, in an urgent attempt to contain the spread of the virus.
- The Malaysian Aviation Commission (MAVCOM) has published its “Waypoint Report: Malaysian Aviation Industry Outlook” on March 2020. There is a revision of 2020 passenger traffic forecast from a growth of between 4.6% and 5.7% Year-on-Year to a contraction of between -36.2% and -38.1% Year-on-Year, as demand for air travel continues to be severely impacted by the pandemic. As of March 2020, MAVCOM reported that 7.3 million seats have been cancelled, representing 8.6% of total seat capacity for Malaysian carriers in 2020. Foreign carriers operating to and from Malaysia has also reduced their seat capacity by 6.7 million, representing 24.5% of total seat capacity for foreign carriers in 2020.

COVID-19 and Aerospace Employment



Looking to the Future of the Aerospace Industry

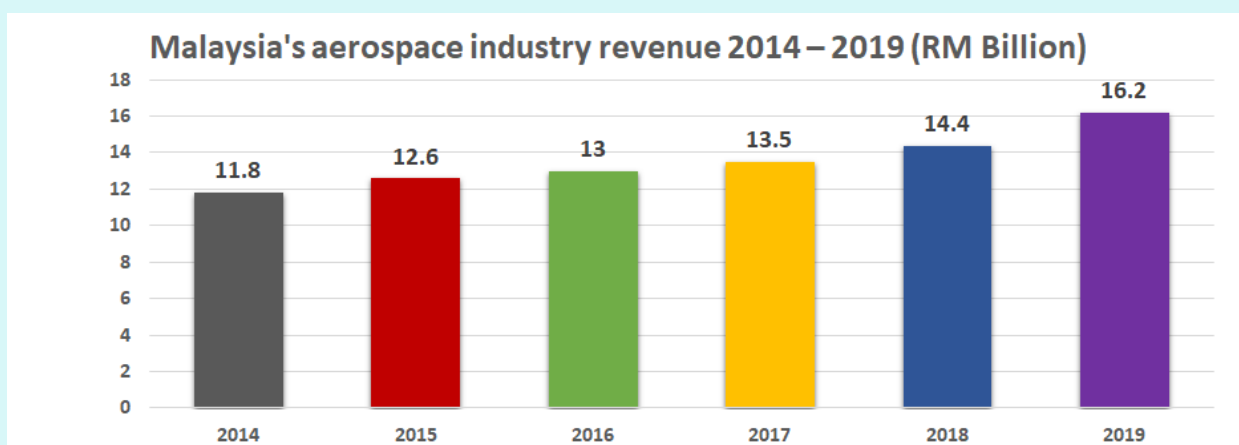
- Even with a gradual lifting of lockdowns and movement restrictions, the industry’s growth remain less predictable in short term. Social distancing on aircrafts as well as other health protocols may remain in place for safety reasons. However, social distancing on aircrafts, by its nature, will lead to low passenger load. This will be compounded by the fact that the public may be more wary and less willing to travel until the majority of the population has been fully vaccinated and the virus has been effectively contained. Therefore, it will take airlines longer to get back to their pre-COVID-19 passenger load.
- Moving forward, it is suggested that airlines prioritise air cargo in their overall planning. Air cargo will be a critical area of resiliency for airlines and airports for the foreseeable future. Cargo contribution should no longer be an afterthought in airline network and fleet planning, but rather a critical part of route decision making, alliance planning, aircraft selection and overall strategic plans and investment decisions.

Malaysia's Aerospace Industry



- Contributed 1.1% (RM16 bil) to the national GDP of RM1.4 trillion
- Contributed a total export of RM8.81 billion
- Created 25,000 total jobs for the industry

Aerospace has been identified in the 11th MP as one of the high tech industries to drive the growth of the manufacturing sector.



Revenue 2019: RM16.2 b

- Investment: RM2.07 b
- Manufacturing: RM7.62 b
- MRO: RM7.94 b

MALAYSIA AEROSPACE BLUEPRINT 2030

"By 2030 Malaysia will be the Number 1 aerospace nation in South East Asia and play an integral part in the global market"

SECTORAL INFORMATION

- OVERVIEW -

Training Scenario in the Aerospace Industry



NO. OF EMPLOYERS AND EMPLOYEES AS AT DEC 2020

The Air Transport Industry is one of the sub-sectors under the PSMB Act, which comprises of
98
 REGISTERED EMPLOYERS
 and
35,961
 EMPLOYEES



**LEVY COLLECTED AND
 LEVY CLAIMED FROM
 JAN - DEC 2020**

Levy collected
RM426,785
 Levy claimed
RM304,785



**LEVY UTILISATION RATE
 & TRAINEES TRAINED
 FROM
 JAN - DEC 2020**

Levy utilisation rate is at
71.4% PER YEAR
 with **6,198**
TRAINEES
TRAINED



**NO OF PROFESSIONAL
 TRAININGS ATTENDED
 FOR 2020**

33%
 of attended courses
 are certification
 courses in 2020.

TOP FIVE (5) SKILL AREAS by the Air Transport Industry

2018

- 1) Journalist or Publishing
- 2) Safety and Health
- 3) Team Building or Motivation
- 4) Process and Operation
- 5) Computer or Information Technology

2019

- 1) Aviation
- 2) Safety and Health
- 3) Logistics or Supply Chain
- 4) Audit or Tax
- 5) Maintenance or Systems

2020

- 1) Aviation
- 2) Safety and Health
- 3) Computer or IT
- 4) Logistics or Supply Chain
- 5) Engineering

SECTORAL INFORMATION

- TALENT DESIRED ATTRIBUTES -

This section aims to identify future talent needs in the Aerospace Industry to better understand the unique talent requirements in Malaysia and help define the talent strategy for the industry.

CRITICAL OCCUPATIONAL LIST IN THE AEROSPACE INDUSTRY

1) Avionic Licensed Aircraft Engineer

- Required to carry out and certify inspection, repair, modification, replacement, trouble shooting, overhaul, functional and operational testing on aircraft avionics system.

2) Sheet Metal Technician

- Required to carry out and certify sheet metal and aircraft structures repair, modification and replacement as per approved repair schemes.

3) Aircraft Painting Technician

- Required to carry out and certify paint stripping, protective corrosion treatment and re-painting of aircraft and components as per approved painting standards or specifications.

4) NDT Technician

- Required to carry out and certify NDT checks on aircraft structures, wings and components such as wheel hubs and landing gear as per approved NDT, manuals and processes.

5) Welder (especially titanium welding)

- Manipulative techniques and the characteristics of stainless steel and titanium welding.

6) CNC Machinist (especially large sized product)

- Ability to read and communicate in English and understand safety rules, operating and maintenance requirements.

7) Composite Technician

- Precise measuring, labelling and cutting materials.

8) Engineering Services Engineer

- Development of Engineering Services Instructions.

SECTORAL INFORMATION

- FUTURE SKILLSETS -

The Aerospace Industry requires a generation of workers with the following emerging skills in the near future due to industrial technological advancements and global market demands.

SKILLS IN DEMAND

01 NC Programmers Engineering & CAD Technician Skills

- To support the Manufacturing Department in creating and editing NC programs and equipment used in the production of machined and fabricated parts.
-

02 CMM Programming & Quality Inspection

- To provide CMM and other measurement data for sample part inspection.
-

03 Big Data Analytics (IR 4.0)

- Importing / collecting, cleaning, converting and analysing data for the purpose of finding insights and making conclusions.
-

04 Avionics Component / Material Specialist

- To be familiar with Avionics component design guidelines and have adequate exposure in related fields.
-

05 3D Rapid Modelling and Prototyping

- To understand 3D rapid modelling and prototyping in design, customer experience / service and retrofit and modifications.
-

06 Additive Manufacturing (3D Printing)

- The approach for additive manufacturing is different from traditional manufacturing processes where it use a layer-by-layer approach to build up components rather than through machining from solid, moulding or casting.

SECTORAL INFORMATION

- CAREER PATHWAYS -

The Aerospace Industry is divided into **TWO (2)** divisions with specific career pathways. Each of them play a crucial role in driving the industry.

MANUFACTURING AND ASSEMBLY

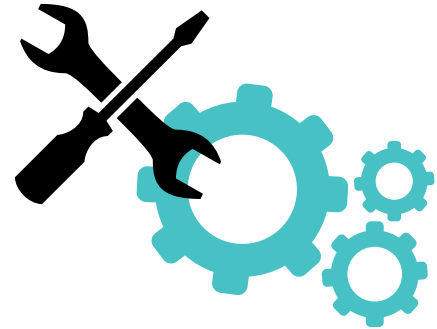


Mainly focuses on the production of equipment and vehicles for air and space travel.

This division comprises of:

1. Engineering and design;
2. Aero-structure (Composite and Metallic);
3. Avionics Equipment;
4. Engines; and
5. Airframe Equipment.

MAINTENANCE, REPAIR AND OVERHAUL (MRO)



Mainly focuses on the maintenance of the aircraft and its pre-determined conditions of airworthiness.

This sub-sector comprises of:

1. Engineering and Design;
2. Aircraft – Commercial and General Aviation (Line, Heavy, Engines, Composite, Modifications);
3. Aircraft – Military (Line, Heavy, Engines, Composite, Modifications);
4. Ground Systems (Air Traffic Control, Air Space Management, Air Defence Systems);
5. Simulators; and
6. Ground Support Equipment.

SECTORAL INFORMATION

- INITIATIVES UNDER HRD CORP -

This section discusses the initiative taken by HRD Corp in terms of available trainings and schemes for its registered employers. The section also examines the current human capital issues that are required for their employees / future workers across different job categories and industries.

HRD CORP BASED SCHEMES - EMPLOYER LEVY

SKIM BANTUAN LATIHAN (SBL) & SKIM BANTUAN LATIHAN KHAS (SBL-KHAS)

SBL and SBL-Khas enable employers to implement their training programmes based on identification of their own training needs. This includes retraining and upskilling their employees in line with their operational and business requirements.

OKU TALENT ENHANCEMENT PROGRAMME (OTEP)

OTEP is designed to assist Persons with Disabilities in securing employment by furnishing them with appropriate knowledge, skills and competencies that are required by the industry.

INDUSTRIAL TRAINING SCHEME (ITS)

ITS is targeted at trainees undergoing practical training at an employer's premises before graduating.

FUTURE WORKERS TRAINING (FWT)

FWT is designed to train future workers with the required skills and competencies before entering employment.

COMPUTER BASED TRAINING (CBT)

CBT enables employers to purchase / develop training software to retrain and upskills their workforce, especially for employers who are unable to release their employees to attend training outside of the company's premises.

TRAINING FACILITIES AND RENOVATION (ALAT)

ALAT encourages more in-house retraining and upskilling by enabling businesses to purchase training aids and equipment as well as setting up, renovating or enhancing training rooms.

SECTORAL INFORMATION

- INITIATIVES UNDER HRD CORP -



PLACE & TRAIN

EMPLOY. TRAIN. RETAIN



Provide job placement and employment opportunities to all Malaysians in need.

B40 DEVELOPMENT

ENGAGE. PRODUCE. GROW



Provide B40 Malaysians with specific skills and entrepreneurship knowledge to help them identify and capitalise on income-generating opportunities.

GERAK INSAN GEMILANG (GIG)

PURSUE. ACHIEVE. PROGRESS



Equip Malaysians with specific skillsets and knowledge that will enable them to take on freelancing opportunities.

SME DEVELOPMENT

EMBRACING CHANGE, SUSTAINING GROWTH



Help SMEs stay competitive by providing employees with functional and operational training that increase productivity and drive cost efficiency.

INDUSTRIAL REVOLUTION 4.0 (IREV 4.0)

FUTURE - PROOF YOUR CAREER

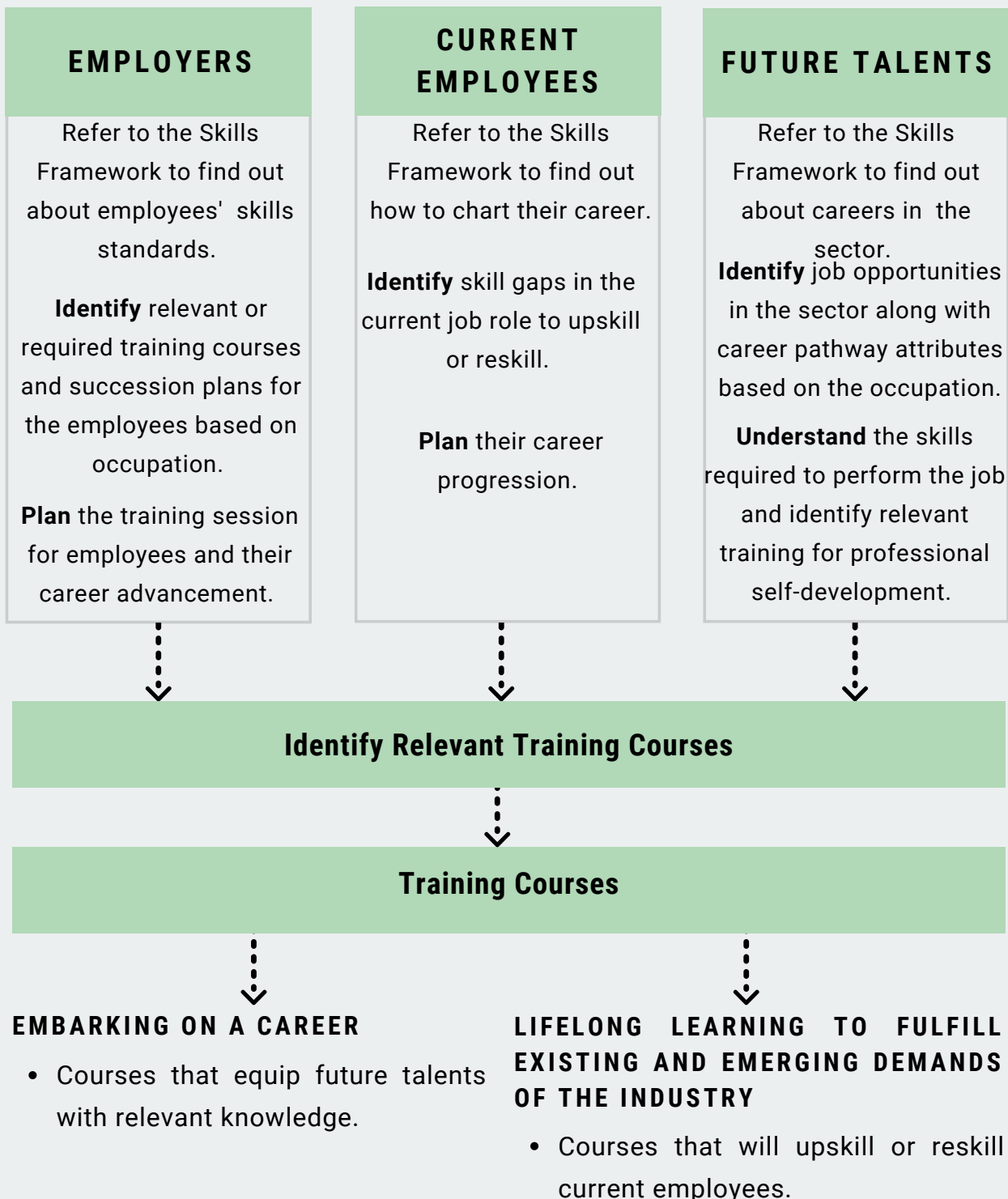


Support employers in accelerating their digital transformation journey through employee digital training and upskilling.

SECTORAL INFORMATION

- MOVING FORWARD -

Take the **next step forward** to be a part of the Aerospace Industry by leveraging the following Skills Framework.



A photograph of an airplane wing and tail against a sunset sky with clouds. The sun is low on the horizon, creating a warm, golden glow. The wing is white and extends from the bottom left towards the center. The tail is visible on the right side, pointing upwards. The sky is a mix of blue, orange, and yellow, with soft, white clouds at the bottom.

SKILLS & DESCRIPTION OF COMPETENCIES

LEVEL DESCRIPTORS

MALAYSIAN OCCUPATIONAL SKILLS QUALIFICATION FRAMEWORK (MOSQF)

NO DESCRIPTION

- | NO | DESCRIPTION |
|----|--|
| 1 | <ul style="list-style-type: none"> Competent in performing a range of varied work activities, most of which are routine and predictable. |
| 2 | <ul style="list-style-type: none"> Competent in performing a significant range of varied work activities, performed in a variety of context. Some of the activities are non-routine and require individual responsibility and autonomy. |
| 3 | <ul style="list-style-type: none"> Competent in performing a broad range of varied work activities, performed in a variety of context, most of which are complex and non-routine. There is considerable responsibility, autonomy, and control or guidance of others is often required. |
| 4 | <ul style="list-style-type: none"> Competent in performing a broad range of complex technical or professional work activities carried out in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present. Higher level of technical skills should also be demonstrated. |
| 5 | <ul style="list-style-type: none"> Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and significant responsibility for the work of others is required. Must also be able to allocate substantial resources accordingly and demonstrate solid personal accountability for analysis, diagnosis, design, planning, execution and evaluation. Specialisation in a particular technical skills area should be demonstrated. |
| 6 | <ul style="list-style-type: none"> Achievement at this level reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definition. It includes taking responsibility for planning and developing courses of action that result in substantial change or development, as well as exercising broad autonomy and judgment. It also reflects an understanding of different perspectives, approaches of schools of thought and the theories that underpin them. |
| 7 | <ul style="list-style-type: none"> Achievement at this level reflects the ability to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that initiate or underpin substantial change or development, as well as exercising broad autonomy and judgment. It also reflects an understanding of theoretical and relevant methodological perspectives, and how they affect their sub-area of study or work. |
| 8 | <ul style="list-style-type: none"> Achievement at this level reflects the ability to develop original understanding and extend a sub-area of knowledge or professional practice. It reflects the ability to address problematic situations that involve many complex and interacting factors through initiating, designing and undertaking research, development or strategic activities. It involves the exercise of broad autonomy, judgment and leadership in sharing responsibility for the development of a field of work or knowledge, or for creating substantial professional or organisational change. It also reflects a critical understanding of relevant theoretical and methodological perspectives and how they affect the field of knowledge or work. |

SKILLS DESCRIPTORS

- GENERAL & BEHAVIOUR SKILLS -

COMPETENCY CATEGORY	GENERAL DESCRIPTION
Legislation & Regulation	Knowledge and understanding of Aviation Regulations and National Aviation Legislation that impact work activities
Communication	The ability to ensure that information is passed on to others who should be kept informed , express oneself clearly in conversations and interactions with others or communications that make an impact and able to persuade their intended audiences
Interpersonal Skill	The abilities to apply the principles of privacy and confidential, adhere to job deliveries and attendance, understand team work contributions and appreciate individual and cultural differences in the work place.
Health, Safety & Environment	Knowledge and understanding of Health and Safety and Environmental Regulations that impact work activities
Using Technology	The ability to understand and utilize information technology in the workplace.
Human Resource and Management	The ability and desire to work cooperatively with others as a subordinate, leader or in a team; manage, mentor or coach to develop people's skill and capabilities, ability to take responsibility for one's own or one's employees' performance by setting clear goals and expectations, demonstrate support for any changes to improve people's or organization's performance.

SKILLS DESCRIPTORS

- GENERAL & BEHAVIOUR SKILLS -

COMPETENCY CATEGORY	GENERAL DESCRIPTION
Strategic Thinking	The ability to understand and analyze the organization's competitive position by considering market and industry trends, existing and potential customers (internal and external), and strengths and weaknesses as compared to competitors and contributes to the organizations long term vision and strategy.
Workplace Ethics	The ability to understand and apply the organisations code of conduct which are align with the company values and policy.
Organisational Results	The ability to focus on the desired result of one's own or one's unit's work, setting the goals, focusing effort on the goals, and meeting or exceeding them.
Finance	The ability to understand and apply budgets, financial policies and plans to ensure the right financial strategies for the organisation.
Change Management	The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's and people's effectiveness; supporting, initiating, sponsoring, and implementing the organizational changes.
Risk Management	The ability to understand and identify risks, mitigations to control risks and risk management process in general that impact work activities.

SKILLS DESCRIPTORS

- TECHNICAL SKILLS -

COMPETENCY CATEGORY	GENERAL DESCRIPTION
Maintenance	Knowledge and understanding of the Maintenance Processes, Methods or Tools that supports daily work activities
Manufacturing Processes	Knowledge and understanding of the Manufacturing Processes, Methods or Tools that supports daily work activities
Operations and Production	Knowledge and understanding of the Operational Processes or Methods that supports daily work activities
Productivity and Innovation	Knowledge and understanding of Productivity and Innovation Processes, Methods or Tools to support work activities
Project Management	Knowledge and understanding of Project Management Processes, Methods or Tools to support work activities
Quality	Knowledge and understanding of Quality Processes, Methods or Tools to support work activities.
Specialised Processes	Knowledge and understanding of Special Processes, Methods or Tools to support work activities.
Technical, Engineering and NDT Fundamentals	Knowledge and understanding of Technical, Engineering and Non Destructive Testing Processes, Methods or Tools to support work activities.

CAREER PATHWAYS & JOB DESCRIPTION

1) PRODUCTION/OPERATIONS

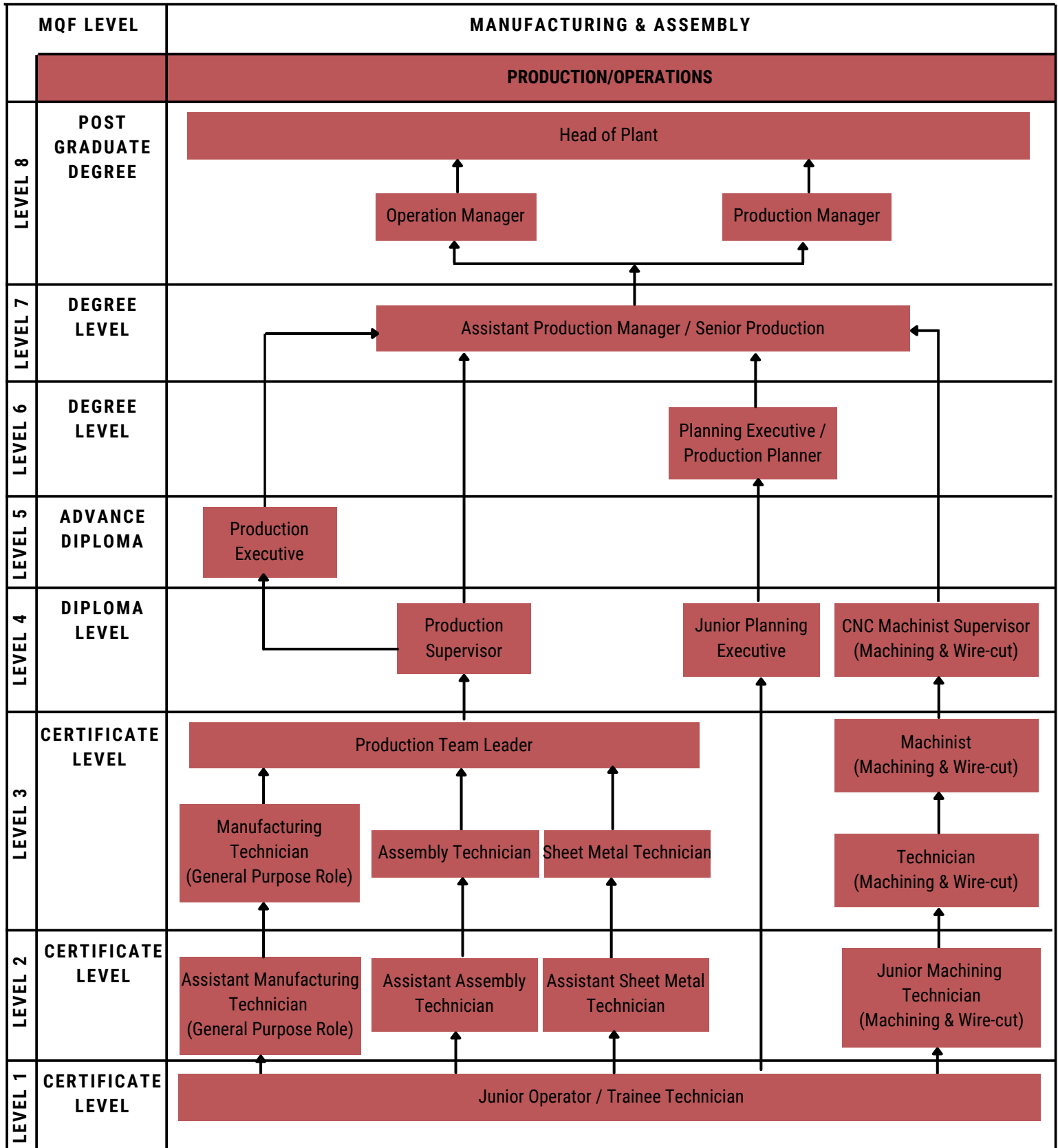
2) ENGINEERING

3) QUALITY



CAREER PATHWAY

- MANUFACTURING: PRODUCTION/OPERATIONS -



JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division: Manufacturing			
Stream: Production/Operations			
Job Title: Junior Operator/Trainee Technician		Level: 1	
<p>Job Description:</p> <p>The Junior Operator/Trainee Technician focuses on the job training under supervision and completes basic manufacturing elements which cover the organisation's procedures, shop floor instructions, job cards, health and safety and quality requirements before getting assigned to a specific product in the production floor.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • carry out basic manufacturing work of aircraft components under supervision in accordance with production department, quality, health and safety requirements or procedures • utilise basic hand tools in serviceable conditions and highlight any discrepancies • perform the manufacturing process as per company's standard procedure, using the correct documentations (Job Cards, Work Instructions, etc.) as defined by the organisation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate in basic English with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform based on the current position 	1	N/A
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a Technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Health, Safety and Environment	The ability to: 1. adhere to all Environment, Health and Safety Procedure	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: 1. use Information Technology relevant to the work scope	1	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: 1. understand and perform basic hand tool or equipment preventive maintenance activities	1	<ul style="list-style-type: none"> • Basic Maintenance Course
Manufacturing Processes	The ability to: 1. understand and perform basic manufacturing activity under supervision	1	<ul style="list-style-type: none"> • Basic Manufacturing Process-related Course
Operations and Productions	The ability to: 1. select and use appropriate hand tools to produce the product that meets specifications	1	<ul style="list-style-type: none"> • Basic Hand Tool Handling Course
Quality	The ability to: 1. understand and adhere to quality system procedures	1	<ul style="list-style-type: none"> • Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division: Manufacturing			
Stream: Production/Operations			
Job Title: Assistant Manufacturing Technician (General Purpose Role)		Level: 2	
<p>Job Description:</p> <p>The Assistant Manufacturing Technician (General Purpose Role) performs manufacturing for aircraft components and parts in accordance with technical manuals and Standard Operating Procedures (SOPs). They also operate manufacturing equipment, tools and fixtures for the manufacturing of aircraft component parts.</p> <p>They may be authorised by the organisation to perform quality control functions including calibration of measuring tools and equipment, supervision of quality checks and Job Role Description inspections for compliance with manufacturing requirements, first article inspections (FAI) and tracking of non-conformances. They should monitor compliance with airworthiness and legislative requirements, and the organisation's safety, health and quality systems. They must implement continuous improvement initiatives and lean practices in the workplace.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • meet quality, cost and deliverable targets • perform process that involves specialised hand tools and equipment • perform visual inspection during process and understand the basic specifications • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and chemical mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company's policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate in basic English with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	The ability to: 1. perform based on the current position	1	N/A
Etiquette Management	The ability to: 1. do self-regulating and reporting to superiors as a Technician 2. adhere to rules & regulation, disciplinary and code of conduct	1	N/A
Health, Safety and Environment	The ability to: 1. adhere to all Environment, Health and Safety Procedure	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: 1. use Information Technology relevant to the work scope	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: 1. function effectively as an individual and team member	1	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform basic hand tools or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> • Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform basic manufacturing activity under supervision 2. apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Specific Production Process (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating Process for Aircraft Assembly • Trimming and Drilling • Fastening, Riveting, Torque Tightening • Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly. <p>For Composite Manufacturing NOSS, refer to MT-010-3:2013 or MT-011-2:2014</p>	2	<ul style="list-style-type: none"> • Basic Manufacturing Course (Related to Production Process areas)
Operations and Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be competent in selecting and using appropriate hand tools to produce the product that meets specifications for General Manufacturing Process 2. support qualification activity-part FPQ, FAI, etc. process and equipment and tool calibration validity. 	2	<ul style="list-style-type: none"> • Hand Tools Handling Course
Productivity	<p>The ability to:</p>	3	<ul style="list-style-type: none"> • 5S and Kaizen

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

and Innovation	<ol style="list-style-type: none"> 1. support and implement Kaizen projects 2. implement 5S at workplace 		Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 3. support any corrective actions (if any) in certifications and surveillance audits 	3	<ul style="list-style-type: none"> • Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division: Manufacturing			
Stream: Production/Operations			
Job Title: Assistant Assembly Technician		Level: 2	
<p>Job Description:</p> <p>The Assistant Assembly Technician has to carry out specific production process in mechanical assembly area and fixture area. They must be competent in drilling, riveting, wire bonding and sealant applications.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • meet quality, cost and deliverable targets • perform process involving specialised hand tools and equipment, i.e. Advance Drilling Equipment (ADE) and Diamond head cutter (PFD cutters) • perform visual inspection during process and understand the basic specifications • fill in documentation related to production, i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and chemical mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company's policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate in basic English with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. perform based on the current position 	1	N/A

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Etiquette Management	The ability to: <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. adhere to all Environment, Health and Safety Procedure 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. function effectively as an individual and team member 	1	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform basic hand tools or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> • Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform basic manufacturing activity 2. apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Specific Production Process: Mechanical Assembly • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for Aircraft Assembly Trimming and Drilling • Fastening, Riveting, Torque Tightening <p>For Aircraft Component Assembly NOSS, refer to C282-002-2:2019 or C282-002-3:2019</p>	2	<ul style="list-style-type: none"> • Basic Metal Working Course • Basic Mechanical Assembly Process Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform basic hand tool or equipment operations for Assembly Process 2. support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> • Basic Assembly & Hand Tool Handling Course • Materials & Process specifications training (based on customer) • Work Instruction system training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support and Implement Kaizen projects 2. implement 5S at workplace 	<p style="text-align: center;">2</p>	<ul style="list-style-type: none"> • 5S and Kaizen Course
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 3. support any corrective actions (if any) in certifications and surveillance audits 	<p style="text-align: center;">3</p>	<ul style="list-style-type: none"> • Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division: Manufacturing			
Stream: Production/Operations			
Job Title: Assistant Sheet Metal Technician		Level: 2	
<p>Job Description:</p> <p>The Assistant Sheet Metal Technician performs specific production process in mechanical / sheet metal area. They are expected to be competent in metal working, drilling, riveting, adhesive (araldite), sealant or protective coating applications.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • understand basic dimensions from drawings • operate tools and equipment to fabricate, bending, shaping (panel beater) and press metal or aluminium components • ensure form, fit and function of metal or aluminium parts or components meets requirements • perform process involving specialised hand tools and equipment • meet quality, cost and deliverable targets • perform visual inspection during process and understand the basic specifications • fill in documentation related to production, i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • evaluate basic safety condition of the workplace and machinery using a checklist before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and chemical mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate in basic English with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. maintain and develop personal effectiveness at operations level 	2	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	2. function effectively as an individual and team member		
Etiquette Management	The ability to: <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. understand Information Technology tools and techniques in the aerospace manufacturing context 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to basic HR Policy and Requirements 		<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. understand and perform basic hand tools or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> • Basic Maintenance Course
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. understand and perform basic manufacturing activity 2. apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Specific Production Process: Sheet Metal process • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for Aircraft Assembly • Trimming and Drilling • Metal Working [fabricate, bending , shaping (panel beater) and press metal] 	2	<ul style="list-style-type: none"> • Sheet Metal Working Course
Operations and Production	The ability to: <ol style="list-style-type: none"> 1. competent in selecting and usage of appropriate hand tools to produce the product to meet specifications for Sheet Metal Process 2. support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	2	<ul style="list-style-type: none"> • Basic Hand Tool Handling Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support and Implement Kaizen projects 2. implement 5S at workplace 	2	<ul style="list-style-type: none"> • 5S and Kaizen Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support any corrective actions (if any) in certifications and surveillance audits 	2	<ul style="list-style-type: none"> • Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division: Manufacturing			
Stream: Production/Operations			
Job Title: Junior Machining Technician (Machining & Wire-cut)		Level: 2	
<p>Job Description:</p> <p>The Junior Machining Technician (Machining & Wire-cut) carries out specific production process in machining & wire-cut areas. They focus on the job training under supervision and complete basic manufacturing elements which cover the organisation's procedures, shop floor instructions, job cards, health and safety and quality requirements before getting assigned to a specific product in the production floor.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • carry out basic manufacturing work of machining & wire-cut of aircraft components under supervision in accordance with production department, quality and health and safety requirements or procedures • utilise basic hand tools & machining equipment in serviceable conditions and highlight any discrepancies • possess basic knowledge and experience in operating machining machines such as milling or turning (conventional or CNC) • execute in accordance to the manufacturing activity is done based on the standard procedures (i.e. job cards, task cards, shop instructions) as defined by the organisation • perform process involving common hand tools and equipment, i.e. manual tightening tools, torque wrench, clamping jig, vise, etc. • perform visual inspection during process and understand the basic specifications • fill in documentation related to production, i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and coolant mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate in basic 	1	<ul style="list-style-type: none"> • Basic Communication

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	English with reading and writing abilities		Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. maintain and develop personal effectiveness at operations level 2. function effectively as an individual and team member 	1	N/A
Etiquette Management	The ability to: <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. understand Information Technology tools and techniques in the aerospace manufacturing context 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to basic HR Policy and Requirements 	1	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> understand and perform basic hand tools or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> understand and perform basic manufacturing activity apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> understand and perform basic manufacturing activity under supervision understand and perform basic machining operations such as milling or turning <p>For Machining NOSS , refer to MC-050-2:2012 or MC-050-3:2015</p>	2	<ul style="list-style-type: none"> Basic Machining Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in selecting and using appropriate hand tools to produce the product that meets specifications for Machining Process support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	2	<ul style="list-style-type: none"> Hand Tools Handling Course Materials & Process specifications training (based on customer) Work Instruction system training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> support and Implement Kaizen projects implement 5S at workplace 	1	<ul style="list-style-type: none"> 5S, Basic Kaizen and Lean Course
Quality	<p>The ability to:</p>	1	<ul style="list-style-type: none"> Basic Quality

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none">1. understand and adhere to quality system procedures2. understand and adhere to organisational quality systems, procedures and policies in development of work processes3. support any corrective actions (if any) in certifications and surveillance audits		Course
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division: Manufacturing			
Stream: Production/Operations			
Job Title: Manufacturing Technician (General Purpose Role)		Level: 3	
<p>Job Description:</p> <p>The Manufacturing Technician performs manufacturing and assembly process for aircraft components and parts in accordance with work instructions and standard operating procedures (SOPs). They are expected to be competent in operating manufacturing equipment, tools and fixtures for the manufacturing of aircraft component parts.</p> <p>Responsibilities include :</p> <ul style="list-style-type: none"> • meet quality, cost and deliverable targets • perform process involving specialised hand tools and equipment • perform relevant inspections during process and understand the basic specifications • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and chemical mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate in basic English with reading and writing abilities 	1	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. maintain and develop personal effectiveness at operations level 2. assist Team Leader in 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>monitoring and guiding a group of Technician in a daily basis shop floor performance</p> <p>3. function effectively as an individual and team member</p>		
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	1	<ul style="list-style-type: none"> • Safety Management System Awareness training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to basic HR Policy and Requirements 2. guide, mentor and train junior assembly technicians 	1	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. be competent in performing basic hand tool or equipment preventive maintenance activities 	2	<ul style="list-style-type: none"> • Basic Maintenance course
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. be competent to perform manufacturing activity 2. apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows where applicable: <ul style="list-style-type: none"> • Specific Production Process : (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating Process for Manufacturing Process or Assembly • Trimming and Drilling • Fastening, Riveting, Torque Tightening • Electrical Bonding, Paint and Sealant Process for Aircraft Manufacturing and Assembly <p>For NOSS Composite Manufacturing , refer to MT-010-4:2013, MT-010-5:2013 or MT-011-4:2014, MT-011-5:2014</p> <p>For NOSS Aircraft Component Assembly , refer to C282-002-2:2019 or C282-002-3:2019</p>	3	<ul style="list-style-type: none"> • Manufacturing Process Training (Related to Process i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be competent in selecting and usage of appropriate hand tools to produce the product to meet specifications for the General Manufacturing Process 2. Support qualification activity - part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> • Hand Tools Handling Course • Materials & Process Specifications Training (based on customer) • Work Instruction System Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 2. support and Implement Kaizen projects 3. implement 5S at workplace 	3	<ul style="list-style-type: none"> • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • 5S Training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support any corrective actions (if any) in certifications and surveillance audits 	3	<ul style="list-style-type: none"> • Internal Company Procedures Course • AS9100 Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret basic engineering drawings 	2	<ul style="list-style-type: none"> • Basic Engineering Drawing Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Assembly Technician		Level: 3	
<p>Job Description:</p> <p>The Assembly Technician carries out specific production process in mechanical assembly area and fixture area. They have to be competent in drilling, riveting, wire bonding and sealant applications.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • guide, mentor and train junior assembly technicians • competent and hold approvals for work completion • meet safety, quality, cost, deliverables targets and training requirements • perform process involving specialised hand tools and equipment i.e. Advance Drilling Equipment (ADE) and Diamond head cutter (PFD cutters) • perform visual inspection during process and understand the basic specifications • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and chemical mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation • escalate issues pertaining to work processes, quality and conduct of subordinates • raise or highlight issues on the shop floor to management for further action • write a basic report of issues pertaining to health and safety, productivity and behaviour 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<ol style="list-style-type: none"> 1. communicate basic English communication with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform based on the current position 2. guide, mentor and train 	2	<ul style="list-style-type: none"> • Effective Meeting Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>junior assembly technicians</p> <p>3. assist Team Leader in monitoring and guiding a group of Technician in a daily basis shop floor performance (Quality and Delivery)</p>		
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere to all Environment, Health and Safety Procedure 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in performing basic hand tool or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> understand and perform basic manufacturing activity apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> Specific Production Process : Mechanical Assembly Fundamentals of Tools, Jigs and Fixtures Tooling and Locating process for Aircraft Assembly Trimming and Drilling Fastening, Riveting, Torque Tightening <p>For Aircraft Component Assembly NOSS, refer to C282-002-2:2019 or C282-002-3:2019</p>	3	<ul style="list-style-type: none"> Basic Metal Working Course Basic Mechanical Assembly Process Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> understand and perform basic hand tool or equipment operations for Assembly Process support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> Basic Assembly & Hand Tool Handling Course Materials & Process Specifications Training (based on customer) Work Instruction System Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and support implementation of Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 2. support and Implement Kaizen projects 3. implement 5S at workplace 	<p>3</p>	<ul style="list-style-type: none"> • 5S, Kaizen and Lean Manufacturing Course
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support any corrective actions (if any) in certifications and surveillance audits 	<p>3</p>	<ul style="list-style-type: none"> • Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Sheet Metal Technician		Level: 3	
<p>Job Description:</p> <p>The Sheet Metal Technician performs specific production process in mechanical/sheet metal area under supervision. They are expected to be competent in metal working, drilling, riveting, adhesive (araldite), sealant or protective coating applications.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • understand basic dimensions from drawings • operate tools and equipment to fabricate, bending, shaping (panel beater) and press metal or aluminium components • ensure form, fit and function of metal or aluminium parts or components meets requirements • perform process involving specialised hand tools and equipment • meet quality, cost and deliverable targets • perform visual inspection during process and understand the basic specifications • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • evaluate basic safety condition of the workplace and machinery using a checklist before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and chemical mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate and apply basic English communication at the workplace with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. maintain and develop 	3	<ul style="list-style-type: none"> • Effective Presentation Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>personal effectiveness at operations level</p> <ol style="list-style-type: none"> 2. assist Team Leader in monitoring and guiding a group of Technician in daily basis shop floor performance 3. function effectively as an individual and as a member of a team 		<ul style="list-style-type: none"> • Effective Meeting Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to :</p> <ol style="list-style-type: none"> 1. understand and adhere to basic HR Policy and Requirements 2. guide, mentor and train junior assembly technicians 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in performing basic hand tool or equipment preventive maintenance activities 	2	<ul style="list-style-type: none"> Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> be competent to perform basic manufacturing activity apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> Specific Production Process : Sheet Metal Process Fundamentals of Tools, Jigs and Fixtures Tooling and Locating process for Aircraft Assembly Trimming and Drilling Metal Working (Fabricate, bending , shaping (panel beater) and press metal) 	3	<ul style="list-style-type: none"> Sheet Metal Working & Fittings Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in selecting and usage of appropriate hand tools to produce the product to meet specifications for Sheet Metal Process support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> Specialised Hand Tool Handling Course Materials & Process Specifications Training (based on customer) Work Instruction System Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and support implementation of Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 2. support and Implement Kaizen projects 3. implement 5S at workplace 	<p>3</p>	<ul style="list-style-type: none"> • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • 5S Training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support any corrective actions (if any) in certifications and surveillance audits 	<p>2</p>	<ul style="list-style-type: none"> • Quality Management System Course
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret basic engineering drawings 	<p>2</p>	<ul style="list-style-type: none"> • Basic Engineering Drawing Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Production Team Leader		Level: 3	
<p>Job Description :</p> <p>The Production Team Leader leads and coordinates specific production mechanical assembly shop floor area in order to meet production target with optimum production cost. They are accountable for the deliverables of specified mechanical assembly production cell area in terms of cost, quality and schedule.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • lead, monitor and guide a group of Technician at a specified manufacturing process (Assembly, Sheet Metal, Composite or other production areas) in order to achieve production target with optimum production cost • assist Manufacturing Supervisors in following up raw materials, method, and machines issues with relevant departments • check and verify production process and output adherence to agreed quality standard as specified by organisation Standard procedures • check subordinates attendance and discuss with supervisor for day to day manning allocation or replacement • keep safety, health and environmental practice or requirement in the cell area according to company policy and regulation • ensure, checks are being done by Technicians on working tools and jigs as required by organisation standard procedures • prepare production shop floor areas report and requisition forms • ensure that visual/planning boards updated on time and the content or achievement is being briefed and understood by Technician • monitor and keep WIP, raw material and other parts level in the Cell areas as specified minimum and maximum level • monitor, manage and escalate attendance and discipline issues • address Technician grievances and seek superior guidance as required • lead, monitor, guide and coach Technician on maintaining 5S practice on the shop floor areas • recommend training and development plans for Technicians • assist Manufacturing Supervisors in driving a culture of Continuous Improvement, Human Factors and suggest ways to optimise process flow and reduce cost • write a report of issues pertaining to health and safety, productivity and behaviour • raise or highlight issues on the shop floor to management for further action 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and Apply Human Factors and Basic Error Management 2. understand Company Procedures 3. understand basic 	3	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Statutory Regulations		
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate and escalate issues to appropriate channels according to organisation protocols 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be responsible in monitoring and guide a group of Technicians in daily shop floor performance 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Leadership and Management Course • Effective Supervisory Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure all personnel in the shop floor are complying to Environment, Health and Safety Procedures 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>in a team effectively</p> <ol style="list-style-type: none">3. maintain personal presentation and employability at operations level4. apply emotional competence to manage self at the workplace5. adapt to changes in the work environment6. provide inputs for any changes or improvement-related work		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in performing basic hand tool or equipment preventive maintenance activities 	2	<ul style="list-style-type: none"> Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> be competent to perform manufacturing activity apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> Specific Production Process: (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) Fundamentals of Tools, Jigs and Fixtures Tooling and Locating Process for Aircraft Assembly Trimming and Drilling Fastening, Riveting, Torque Tightening <p>For NOSS Composite Manufacturing , refer to MT-010-4:2013, MT-010-5:2013 or MT-011-4:2014 ,MT-011-5:2014 For NOSS Aircraft Component Assembly , refer to C282-002-2:2019 or C282-002-3:2019</p>	4	<ul style="list-style-type: none"> Basic Manufacturing Process Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> understand and perform basic hand tool or equipment operations for General Manufacturing Processes support qualification activity-part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> Basic Assembly & Hand Tool Handling Course Materials & Process Specifications Training (based on customer) Work Instruction System Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 2. support and implement Kaizen projects 3. implement 5S at workplace 4. process improvements 	4	<ul style="list-style-type: none"> • 5S, Kaizen and Lean Manufacturing Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 3. support any corrective actions (if any) in certifications and surveillance audits 	3	<ul style="list-style-type: none"> • Quality Management System Course
Specialised Processes	N/A	N/A	<ul style="list-style-type: none"> • Process Specifications Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret basic engineering drawings 	2	<ul style="list-style-type: none"> • Basic Engineering Drawing Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Technician (Machining & Wire-cut)		Level: 3	
<p>Job Description:</p> <p>The Technician (Machining & Wire-cut) carries out specific production process in machining & wire-cut areas. They are expected to be competent in machining of raw material or semi-finish components and be able to undertake the machining process using the correct machining parameters and machine settings, correct fixtures and tools according to the type of machining process (i.e. milling or turning, wire-cut)</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • meet quality, cost and deliverable targets • perform process involving specialised machining tools and equipment i.e. vise, drills, inserts, cutter, etc. • capable of basic control of production involving machine setting, material/semi-finish component setting, cutter/insert checking for wear & tear, replacement of cutter or insert and optimum running of the machine • perform visual inspection during process and understand the specifications • perform dimensions checking using basic inspection equipment such as calliper, micrometre, holtest and various gauges and record measurement result • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • keep working place clean and in order, before, during and after production according to 5S practice • adhere to all mechanical and coolant mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors • Awareness Training
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate and apply basic English 	1	<ul style="list-style-type: none"> • Basic Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	communication at the workplace with reading and writing abilities		
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. perform based on the current position 	1	N/A
Etiquette Management	The ability to: <ul style="list-style-type: none"> • do self-regulating and reporting to superiors as a technician • adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. adhere to all Environment, Health and Safety Procedure 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. maintain personal presentation and employability at operations level 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> understand and perform basic hand tools or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in performing manufacturing activity under minimum supervision apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> understand and perform basic manufacturing activity under supervision understand and perform basic machining operations such as milling or turning <p>For Machining NOSS , refer to MC 050-2:2012 or MC-050-3:2015</p>	3	<ul style="list-style-type: none"> Basic Machining Course Wire-cut Machining Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in selecting and usage of appropriate hand tools to produce the product to meet specifications for Machining Process support qualification activity-part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> Hand Tools Handling Course Materials & Process Specifications Training (based on customer) Work Instruction System Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> identify and support implementation of Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes support and implement Kaizen projects 	3	<ul style="list-style-type: none"> 5S, Basic Kaizen and Lean Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	3. implement 5S at workplace		
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 3. support any corrective actions (if any) in certifications and surveillance audits 	3	<ul style="list-style-type: none"> • Quality Management System Course
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret basic engineering drawings 	2	<ul style="list-style-type: none"> • Engineering Drawing Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Machinist (Machining & Wire-cut)		Level: 3	
<p>Job Description:</p> <p>The CNC Machinists (Machining & Wire-cut) carries out specific production process in machining & wire cutting areas (both conventional and computerised) and assists in operating the machining centres in accordance with the process instruction and providing production output to the required quality standards. They are expected to be competent in machine settings based on the types of machining (milling or turning, wire-cut), raw material and semi-finish part settings, computer programming settings, machining operations sequences and tooling selection for machining.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • guide, mentor and train machining technicians in machining areas in order to achieve production target with optimum production cost • hold approvals stamp for work completion • meet safety, quality, cost, deliverables targets and training requirements • perform process involving tooling selection & setting, material / semi-finish component setting, i.e. Arbors, Holders, end mills, cutters, inserts, drills, taps, jig & fixture, chuck, Vise & tightening tools, etc. • competent in interpreted component drawings, Geometric Dimensioning and Tolerancing (GD&T) & Technical requirements and identifying tooling require for every component • competent in defining the process sequences of component and estimation of process duration (cycle time) for each operations • experience & knowledge in computer numerical control (CNC) programme • set up and read through the programming, as well as make program alterations on minor error encounters • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • assist in machinery maintenance activities, including oil level monitoring, coolant top-up, and chips disposal, perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • adhere to all mechanical and coolant mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation • escalate issues pertaining to work processes, quality and conduct of subordinates • ensure all and data are being recorded and captured accordingly by specific documentations or in the, Manufacturing Execution System (MES) or ERP system 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and Apply Human Factors and Basic Error Management 2. understand Company 	3	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Procedures</p> <p>3. understand basic Statutory Regulations</p>		
Communications	<p>The ability to:</p> <p>1. communicate and escalate issues to appropriate channels according to organisation protocols</p>	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <p>1. be responsible in mentoring and training a group of Technicians (machining) in daily shop floor machining operations</p> <p>2. function effectively as an individual and as a member of a team Develop personal effectiveness at operations level</p> <p>3. apply emotional competence to manage self at the workplace</p>	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course • Interpersonal Training
Etiquette Management	<p>The ability to:</p> <p>1. do self-regulating and reporting to superiors as a technician</p> <p>2. adhere to rules & regulation, disciplinary and code of conduct</p>	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <p>1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO,</p>	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Environmental Act		<ul style="list-style-type: none"> • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to basic HR Policy and Requirements 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	The ability to: <ol style="list-style-type: none"> 1. adapt to changes in the work environment 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. understand and perform basic hand tools or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> • Basic Maintenance Course
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. be competent in performing manufacturing activity under minimum supervision 2. understand and perform most machining operations such as milling or turning 3. do machining settings especially for wire-cut operations 4. understand basic programming and operations of the programming (i.e. offsetting, feed rate change) <p>For Machining NOSS, refer to MC-050-2:2012 or MC-050-3:2015</p>	3	<ul style="list-style-type: none"> • Advance Machining (CNC) Course
Operations and Productions	The ability to: <ol style="list-style-type: none"> 1. be competent in selecting and usage of appropriate hand tools to produce the product to meet specifications for Machining Process 2. support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> • Hand Tools Handling Course • Materials & Process Specifications Training (based on customer) • Work Instruction System Training
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> 1. identify and support implementation of Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 2. support and Implement Kaizen projects 3. implement 5S at workplace 	3	<ul style="list-style-type: none"> • 5S, Basic Kaizen and Lean Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Project Management	N/A	3	<ul style="list-style-type: none"> • Basic Project Planning Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 3. support any corrective actions (if any) in certifications and surveillance audits 	3	<ul style="list-style-type: none"> • Quality Management System Course
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand basic engineering drawings 	2	<ul style="list-style-type: none"> • Engineering Drawing Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Production Supervisor			Level: 4
<p>Job Description:</p> <p>The Production Supervisor plans and supervise on specific work on production shop floor area and meeting production target with optimum production cost. They are accountable for the deliverables of specified production job order target in terms of cost, quality and schedule.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • maintain production efficiency through production performance data input analysis and report findings • be in charge of overall update, monitor, review, report and advise daily, weekly and monthly overall production performance trend in term of productivity • assist Production Manager on overall coordination and monitoring for training for Team Leaders and Technicians by closely working with Training Department and Supervisors • supervise in following up raw materials, method, and machines issues with support departments i.e. Quality, Manufacturing , Engineering, Production Planning, Warehouse and others • check and verify production shop floor areas report and requisition forms i.e. Production daily report, Overtime requisition and etc. 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and Apply Human Factors and Basic Error Management 2. understand Company Procedures 	3	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate, converse and write matters related to the production/shop floor 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to :</p> <ol style="list-style-type: none"> 1. have social and communication skills in executing, monitoring and managing shop floor operations 2. manage the subordinates in job assignments in the 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course • Effective Leadership and Management Course • Effective

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	shop floor to the standards of the company		Supervisory Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct 	3	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere to all Environment, Health and Safety Procedure 2. adhere to safety rules and regulation at all times 3. comply with road regulations and shop floor regulations 4. lead in the safety implementation and execution of the shop floor 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. maintain personal presentation and employability at operations level 4. apply emotional competence to manage self at the workplace 5. adapt to changes in the work environment 6. provide inputs for any changes or improvement-related work 	<p align="center">3</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere to the equipment and measuring tool specifications, expiry and calibration 	4	<ul style="list-style-type: none"> • Basic GD&T Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be knowledgeable in all manufacturing process in the shop floor 	4	<ul style="list-style-type: none"> • Manufacturing Management Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be capable of executing all the deliverables of specified production job order target in terms of cost, quality and schedule 2. guide and ensure, checks are being done by Technicians on working tools and jigs as required 3. inform and plan required preventive action with support department inclusive of findings during the checks 4. support qualification activity- part FPQ, FAI, etc. process and equipment and tool calibration validity 	4	<ul style="list-style-type: none"> • Manufacturing Management Course • Materials & Process Specifications Training (based on customer) • Work Instruction System Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. create a safe, clean and conducive workplace 2. internalise "5S", "FOD-Free" and "clean as you go" work culture throughout the entire facility 3. achieve high quality standard work and services for all staff 4. drive a culture of Continuous Improvement, suggest ways to optimise process flow and reduce cost 	<p>4</p>	<ul style="list-style-type: none"> • 5S, FOD Compliance, Kaizen and Lean Manufacturing Course
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. guide and ensure production process and output adherence to agreed quality standard and approvals as specified by the individual Job card with related Work Instruction, Parts Illustration etc. 2. monitor and ensure production areas adhere to the quality management systems, procedures and policies in order to carry out daily work accordingly 3. understand and apply the company's quality management systems at shop floor 	<p>4</p>	<ul style="list-style-type: none"> • Basic Quality Course

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

Supply Management	The ability to: 1. communicate with supply chain on parts, delivery and receiving	3	<ul style="list-style-type: none">• Supply Chain Management Course
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Junior Planning Executive		Level: 4	
<p>Job Description:</p> <p>The Junior Planning Executive performs production planning activities to ensure customer contractual requirements and business goals are met.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • report directly to the Planner but functionally may seek guidance from the Senior Planning Executive on daily tasks and responsibilities • undertake Master Production Scheduling Planning and related activities • undertake ownership of specific deliverables to ensure schedule adherence • undertake activities related to work order generation, SAP/ERP schedule upload, WIP tracking, Line of Balance update • use SAP/ERP for production planning element and able to resolve associated issues • adhere to all company rules and regulations 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate and apply basic English communication at the workplace with reading and writing abilities 	1	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have external and interdepartmental engagement 2. function effectively as an individual and as a member of a team 3. apply emotional competence to manage self at the workplace 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Etiquette Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure self-reporting and ownership of work and ensure work integrity 2. adhere to rules & regulation, disciplinary and code of conduct 	<p>1</p>	<p>N/A</p>
<p>Health, Safety and Environment</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	<p>1</p>	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
<p>Using Technology</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 2. perform basic data input and extraction using Microsoft Office spread sheet tools or equivalent 	<p>1</p>	<ul style="list-style-type: none"> • Information Technology Awareness Training
<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand basic HR Policy and Requirements 2. maintain personal presentation and employability at operations level 3. understand and adopt personnel development goals for career enhancement 	<p>2</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> understand the flow of the manufacturing process 	3	<ul style="list-style-type: none"> Basic Manufacturing Fundamentals Course Product Manufacturing Flow (Internal Training)
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> select and use the appropriate resource planning tool, for example ERP/SAP systems functions for planning purposes generate MPS based on customer demand and manufacturing standard time 	4	<ul style="list-style-type: none"> Resource Planning Course ERP & Cost Management Course (where applicable)
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> understand productivity improvement processes, basic concepts of Kaizen or Process Improvement Methods 	3	<ul style="list-style-type: none"> 5S, Basic Kaizen and Lean Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> understand and adhere to quality system procedures 	1	<ul style="list-style-type: none"> Basic Quality Course
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> provide inventory planning that would determines the optimal quantity and timing of inventory to align it with sales and production needs provide capacity 	4	<ul style="list-style-type: none"> Supply Chain Management Course

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>planning that determines the production staff and equipment needed to meet the demand for products</p> <p>3. provide distribution planning and network planning oversees the movement of goods from a supplier or manufacturer to the point of sale</p>		
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Division : Manufacturing	
Stream : Production/Operations	
Job Title : CNC Machinist Supervisor (Machining & Wire-cut)	Level: 4
<p>Job Description:</p> <p>The CNC Machinist Supervisor (Machining & Wire-cut) carries out specific production process in machining & wire cutting areas. They are expected to be competent in machine setting including tooling selection & setting, material/semi-finish part setting, program setting and machining operations sequences.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • lead and coordinate machining shop floor operations in terms of job assignment, job delegation and job planning in order to meet production targets with optimum production cost • guide, mentor and train machining technicians in machining areas in order to achieve production target with optimum production cost • competent and hold approvals for work completion • meet safety, quality , cost, deliverables targets and training requirements • perform process involving tooling selection & setting, material / semi-finish component setting, i.e. Arbors, Holders, end mills, cutters, inserts, drills, taps, jig & fixture, chuck, Vise & tightening tools, etc. • competence in interpreted component drawings, GD&T & Technical requirements and identifying tooling require for every component • competence in defining the process sequences of component and estimation of process duration (cycle time) for each operations • experience & knowledge in CNC programme • set up and read through the programming, as well as make program alterations on minor error encounters • fill in documentation related to production i.e. Job Card, Inspection Check Sheet, Final Inspection Checklist • perform cleaning and servicing of machineries, tools and jigs • evaluate basic safety condition of the workplace and machinery before start of work and during production • adhere to all mechanical and coolant mixing procedures especially Environment, Health and Safety Procedure • adhere to rules & regulation, disciplinary and code of conduct according to company policy and regulation • escalate issues pertaining to work processes, quality and conduct of subordinates • raise or highlight issues on the shop floor to management for further action • write a report of issues pertaining to health and safety, productivity and behaviour • assist supervisor on shop floor management 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 3. understand basic Statutory Regulations 	3	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate and escalate issues to appropriate channels according to organisation protocols 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be responsible in monitoring and guide a group of Technicians and Machinists in daily shop floor performance 2. function effectively as an individual and as a member of a team 3. maintain personal presentation and employability at operations level 4. apply emotional competence to manage self at the workplace 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course • Effective Leadership and Management Course • Effective Supervisory Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a Technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	<ul style="list-style-type: none"> • HR Integrity Training (in-house or external)
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply and monitor 	3	<ul style="list-style-type: none"> • Safety Management System Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	occupational Safety and Health compliance on the shop floor		Training <ul style="list-style-type: none"> • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to : <ol style="list-style-type: none"> 1. provide inputs for any changes or improvement-related work 2. understand basic HR Policy and Requirements 3. guide, mentor and train junior Technicians 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	The ability to: <ol style="list-style-type: none"> 1. adapt to changes in the work environment 		N/A

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in performing basic hand tool or equipment preventive maintenance activities 	1	<ul style="list-style-type: none"> Basic Maintenance Course
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in performing manufacturing activity under minimum supervision understand and perform most machining operations such as milling or turning do machining settings especially for wire-cut operations understand basic programming and operations of the programming (i.e. offsetting, feed rate change) <p>For Machining NOSS, refer to MC-050-2:2012 or MC-050-3:2015</p>	4	<ul style="list-style-type: none"> Advance Machining (CNC) Course Basic Programming Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> be competent in selecting and usage of appropriate hand tools to produce the product to meet specifications for Machining Process support qualification activity-part FPQ, FAI, etc. process and equipment and tool calibration validity 	3	<ul style="list-style-type: none"> Hand Tools Handling Course Materials & Process Specifications Training (based on customer) Work Instruction System Training Process Specifications Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes support and implement Kaizen projects implement 5S at workplace 	3	<ul style="list-style-type: none"> 5S, Basic Kaizen and Lean Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Project Management	N/A	3	<ul style="list-style-type: none"> • Basic Project Planning Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 3. support any corrective actions (if any) in certifications and surveillance audits 	3	<ul style="list-style-type: none"> • Quality Management System Course
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret basic engineering drawings 	2	<ul style="list-style-type: none"> • Engineering Drawing Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Production Executive		Level: 5	
<p>Job Description:</p> <p>The Production Executive provides production support to Production Manager and Supervisors in maintaining production efficiency through production performance data input analysis and report findings.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • in charge of overall update, monitor, review, report and advise daily, weekly and monthly overall production performance trend in term of productivity • compile required data towards KPI /measurable calculation and analyse/advise findings to Production Manager and Floor management • assist Production Manager on overall coordination and monitoring for training for Team Leaders and Technicians by closely working with Training Department and Supervisors • assist Production Manager on Continuous Improvement by closely working with Manufacturing Supervisors and Lean Coordinator/Industrial Engineer especially on ways to optimise process flow and reduce cost • lead the Production Self Audit activities and work with other support function i.e. ME, QE and others in order to help Manufacturing Supervisors resolve findings leading to adherence to QMS requirements • cover in any Supervisory role in Production area whenever required i.e. specific supervisor went for training, annual leaves and others, in order not to delay or accumulate all daily supervisory monitoring and reporting needs • coordinate Production Risk Register (Business Continuity Planning) • drive shop floor weekly report on Quality, Cost, Deliverables and Training and ensure it is topical 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. communicate proficiently with all levels of people in the workplace	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: 1. have external and interdepartmental engagement	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Etiquette Management	The ability to: 1. do self-regulating and reporting to superiors as a technician 2. adhere to rules & regulation, disciplinary and code of conduct	1	N/A
Health, Safety and Environment	The ability to: 1. adhere to all Environment, Health and Safety Procedure	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: 1. use Information Technology relevant to the work scope 2. use and be competent in spread sheets program (i.e. Excel)	3	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. maintain personal presentation and employability at operations level 4. apply emotional competence to manage self at the workplace 5. adapt to changes in the work environment 6. provide inputs for any changes or improvement related work 	<p>3</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> understand the flow of the manufacturing process 	3	<ul style="list-style-type: none"> Basic Manufacturing Fundamentals Course
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> select and use the appropriate resource planning tool, for example ERP/SAP systems functions for planning purposes 	4	<ul style="list-style-type: none"> Resource Planning Course ERP & Cost Management Course
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> understand production productivity processes, basic concepts of 5S or Process Improvement Methods 	3	<ul style="list-style-type: none"> 5S, Basic Kaizen and Lean Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to quality system procedures and ensuring the documentation is complete before product is delivered (i.e. certificate of conformance, etc.) 	<p style="text-align: center;">3</p>	<ul style="list-style-type: none"> • Quality Management System Course
<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. provide inventory planning that would determines the optimal quantity and timing of inventory to align it with sales and production needs 2. provide capacity planning that determines the production staff and equipment needed to meet the demand for products 3. provide distribution planning and network planning oversees the movement of goods from a supplier or manufacturer to the point of sale 	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • Supply Chain Management Course

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Planning Executive/Production Planner			Level: 6
<p>Job Description:</p> <p>The Planning Executive/Production Planner is in charge of organising customer schedule, such as purchase orders and delivery schedules review orders. Most tasks involve keeping and updating records and information, as well as coordinating purchasing with clients and co-workers. It is the job of the planner to ensure smooth operations throughout the production process by meeting the Master Planning Schedule.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • report directly to the Senior Planner but functionally may seek guidance from the Senior Planning Executive on daily tasks and responsibilities • undertake Master Production Scheduling Planning activities • undertake ownership of specific deliverables to ensure schedule adherence • undertake activities related to work order generation, SAP/ERP schedule upload, WIP (work in progress) tracking, Line of Balance update • assist the Senior Planning Executive to prepare any reports required by the department for the company • use SAP/ERP for production planning element and able to resolve associated issues • undertake manning analysis, capacity analysis, freight cost & volume analysis and inventory management analysis as required • adhere to all company rules and regulations • demonstrate commitment to given tasks and undertake any other functions as defined by the company as required 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management in daily work routines 2. understand Company Procedures 	2	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement
Communications	The ability to: <ol style="list-style-type: none"> 1. use effective communication at the workplace 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. have external and 	3	<ul style="list-style-type: none"> • Effective Presentation Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>interdepartmental engagement</p> <ol style="list-style-type: none"> 2. function effectively as an individual and as a member of a team 3. apply emotional competence to manage self at the workplace 		<ul style="list-style-type: none"> • Effective Meeting Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superior 2. understand and commit to professional ethics, recordabilities and norms at the workplace 	3	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 2. perform intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand basic HR Policy and Requirements 2. maintain personal presentation and employability at operations level by demonstrating a reliable, commitment focused and trustworthy attitude 3. understand and provide inputs for personnel development goals for career enhancement 4. demonstrate an ability to adapt to changes in the work environment 	<p align="center">3</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> understand the flow of the manufacturing process 	3	<ul style="list-style-type: none"> Basic Manufacturing Fundamentals Course Specific Product Manufacturing Flow
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> select and use the appropriate resource planning tool, for example ERP/SAP systems functions for planning purposes generate MPS (Master Production Schedule) based on customer requirement and manufacturing standard time 	4	<ul style="list-style-type: none"> Resource Planning Course ERP & Cost Management Course (where applicable)
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> understand productivity improvement processes, basic concepts of 5S, Kaizen and Process Improvement Methods 	3	<ul style="list-style-type: none"> 5S, Kaizen and Lean Course
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> understand and adhere to quality system procedures and ensuring the documentation is complete before product is delivered (i.e. certificate of conformance, etc.) 	3	<ul style="list-style-type: none"> Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. provide inventory planning that would determines the optimal quantity and timing of inventory to align it with sales and production needs 2. provide capacity planning that determines the production staff and equipment needed to meet the demand for products 3. provide distribution planning and network planning oversees the movement of goods from a supplier or manufacturer to the point of sale 	<p>4</p>	<ul style="list-style-type: none"> • Supply Chain Management Course
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Assistant Production Manager / Senior Production		Level: 7	
<p>Job Description:</p> <p>The Assistant Production Manager's role is to effectively provide manufacturing productibility knowledge and information especially on the technical guidance aspect included product/process configuration & quality, production yield and process improvement in line with overall company KPI target. They also oversee the production scheduling and planning.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist the superior (Operation Manager or Production Manager) in meeting the Department's objectives • monitor the planning and scheduling of tasks for the production process • ensure the efficient use of resources and the fulfilment of production requirements • support qualification activity - part (FPQ, FAI, etc.) process • operate within the functional and operational budgets • participate in the Corrective Action Board (CAB) in validating non-conformances, identifying proper disposition and containment , root cause and corrective actions process • escalate to relevant parties day to day issues pertaining to the production process • meet measurable department performance goals; Employee Performance Appraisals • ensure the Company Goals and Objectives are cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies, and all applicable customer standards • support own gap analysis, development plan, and training towards improving production efficiency • prepare reports to Plant Manager on any possible process improvements and ways to improve efficiency • develop SOP and best practices to improve production capacity, quality, reliability in line with the safety standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply Human Factors and Basic Error Management 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and apply Company Procedures 	3	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. demonstrate effective communication in workplace within the company and with customer	4	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: 1. demonstrate good social & communication skills with others 2. demonstrate good presentation skills	2	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Etiquette Management	The ability to: 1. ownership & integrity on the job that been assigned 2. do self-regulation and reporting to the superior 3. work on meeting the individual & company KPI's 4. adhere to rules & regulation, disciplinary and code of conduct	N/A	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)
Health, Safety and Environment	The ability to: 1. understand and comply to company Environment, Health & Safety regulation	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training
Using Technology	The ability to: 1. apply up- to-date Information Technology, technique and procedures	3	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in the workplace through communication and association with others 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirements of Change Management in controlling the changes related to customer & internal process 	4	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. critical thinking and strong decision-making skills 2. perform risk analysis towards meeting company targets in line with the technical decision aspects 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be competent in the Production and Manufacturing Process Flow 	3	<ul style="list-style-type: none"> • Basic Training of Manufacturing Process • Basic Trainings of Aircraft Assembly Processes • Lean Manufacturing Training
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. maintain clear manufacturing process sequence for optimum and efficiency of manufacturing 2. participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment 3. respond to production planning and meeting MPS (Master Planning Schedule) with assistance in regards to production related activities 4. support qualification activity- as part FPQ, FAI, etc. process 	5	
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and implement root cause and corrective actions per 9S Methodology 2. identify and support implementation of Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 3. design, implement and manage Production Improvement Techniques 4. identify and delivery Kaizen projects 5. implement 5S at 	3	<ul style="list-style-type: none"> • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • 5S Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	workplace		
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	3	<ul style="list-style-type: none"> • Project Management Training (basics)
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support any corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per QMS 	5	<p>Courses related to the following disciplines or areas:</p> <ul style="list-style-type: none"> • AS9100/ISO Root cause analysis and problem solving • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training • Control of Non-Conformance Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support special process qualifications per customer requirements 	3	<ul style="list-style-type: none"> • Process Specifications Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret basic engineering drawings 	2	<ul style="list-style-type: none"> • Basic Engineering Drawing Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. monitor inventory planning that would determine the optimal quantity and timing of inventory to align it with sales and production needs 2. monitor capacity planning that determines the production staff and equipment needed to meet the demand for products 3. monitor distribution planning and network planning oversees the movement of goods from a supplier or manufacturer to the point of sale 	<p>4</p>	<ul style="list-style-type: none"> • Supply Chain Management Course
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Operation Manager		Level: 8	
<p>Job Description:</p> <p>The Operation Manager plans, organises, directs, controls and coordinates manufacturing / production activities with the main focus of improving performance, adhering and ensuring compliance of operations ensuring operations are running efficiently to meet the organisations profitability and business goals.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • manage the flow and process the plant operations at all stages, from raw materials/consumables requirements to production and delivery/shipment schedule with relevant resources; mitigate possible risks and providing proactive solutions to challenges • lead, manage and develop the Company's daily business operations & future growth with defined Quality System, set goals, KPIs and profit • ensure the company's operation is running at its optimum capabilities and capacities and capacities in meeting the requirements and confidence of stakeholders • assess and report the principal risks of Opportunity and Risk the Company and ensure that these opportunity and risks being monitored and managed • ensure effective internal controls and management information systems are in place • make budgetary estimates and controlling expenditure • ensure optimal utilisation of manpower, machine and equipment • ensure the Company is appropriately organised and staffed and to have the authority to hire and terminated staff as necessary, according to the labour laws, to enable it to achieve the planned strategy • align, oversee and report to the Plant Manager all the departments current status and future development portfolio and support the Plant Manager in making decisions on company strategy, directions and strategic plans 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. revise Human Factors and Basic Error Management in the aviation context 2. understand and implement Human Factors and Error Management 3. regulate Basic Regulation Requirements 4. interpret and review Company Procedures 5. capable to do 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness Company Procedures • Human Factors Awareness Training • Customer Contract Requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	counselling and motivate as and when is necessary		
Communications	<p>The ability to :</p> <ol style="list-style-type: none"> 1. manage communication sessions with others through discussion, presentation and social skill 2. handle conflict between staff 3. flow down of communication and engagements with staff 4. impart organisation's interests to staff 	5	<ul style="list-style-type: none"> • Conflict Management Training • Effective Communication or equivalent as required
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage external and inter departmental engagement 2. have adequate social skills of engagements all levels 3. capable to coordinate and play the role as a Team Leader as part of a team 	4	<ul style="list-style-type: none"> • Interpersonal Soft Skills Training • Effective Leadership and Management Course • Effective Supervisory Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethical practises when supervising other people/subordinates 2. manage subordinate's reporting fairly, fair workload assignments 	5	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or its equivalent • HR Integrity Training (in-house or external)
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere and execute Occupational Health and Safety Management System 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	2. manage a Workplace Safety and Health Management System (WSHMS) Implementation Plan		<p>Awareness Training</p> <ul style="list-style-type: none"> • Chemical Safety Training
Using Technology	<p>The ability to :</p> <ol style="list-style-type: none"> 1. utilise Information Technology tools and technique throughout the organisation 	4	<ul style="list-style-type: none"> • Information System Awareness Training • Information Technology Awareness Training • Industry Technology Awareness Training
Human Resources & Management Skills	<p>he ability to:</p> <ol style="list-style-type: none"> 1. understand and Adhere to the organisation's HR requirements 2. assess competency, appraise and evaluate staff, review On-the-Job Training programmes and competency-based assessments 3. review On-the-Job Training programmes of staff 	5	<ul style="list-style-type: none"> • Internal HR Management Training or equivalent • Leadership or Management Skills Training • PCA Training
Change Management	<p>he ability to:</p> <ol style="list-style-type: none"> 1. influence and lead changes in the work environment by implementing new business directions, collaborations, procedures or policies 	3	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses <p>or;</p> <ul style="list-style-type: none"> • Master's in Business Administration

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Strategic Thinking</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. implement business strategy and planning system initiatives 2. have critical thinking and strong decision 3. implement and apply improvements arising from Organisational Analysis 	<p>4</p>	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master’s in Business Administration
<p>Risk Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. set and identify Opportunity and Risk Analysis 2. periodically Review OR policy 	<p>5</p>	<ul style="list-style-type: none"> • Risk Management Training
<p>Organisation Results</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. monitor Organisational Performance Develop Reward Strategies 	<p>5</p>	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master’s in Business Administration

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate an understanding of the fundamental maintenance aspects of the fabrication and manufacturing process within the work scope of the organisation 	6	<ul style="list-style-type: none"> • Acquired work experience through engagement in Manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to :</p> <ol style="list-style-type: none"> 1. implement use of factory data management and manufacturing systems 2. implement procedures of accessing relevant and correct revision documentation applicable to the manufacturing process in hand according to the organisations systems 	6	<ul style="list-style-type: none"> • Training in manufacturing systems such as manufacturing cards, technical/work instructions • Training in process documentation and work flows
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. establish and apply practical aspects of production operations 2. ensure high productivity and performance, efficient utilisation of manpower 3. implement safe use of fixtures and work holding equipment within their work cell 	6	<p>Approved courses on:</p> <ul style="list-style-type: none"> • Concept of Manufacturing Process • OEM Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to :</p> <ol style="list-style-type: none"> 1. design, implement and manage 5S Techniques 2. design, implement and manage Production Improvement Techniques 3. conduct investigation to determine causes of regular and repeated defects and ensure necessary actions are taken to improve 	7	<p>Approved courses on:</p> <ul style="list-style-type: none"> • Guided Innovation and Improvement Methods • Productivity Improvement
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. carry out assessment of task for purpose of manpower distribution or requirements 2. provide Operational Budget Management 3. estimate Production Costing 	5	<ul style="list-style-type: none"> • Fundamentals of Project Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Industry requirements with regards to Aerospace Quality (AS9100) Approvals for Manufacturing/Production Process 2. lead working team to meet Aerospace Industry Quality Standards 3. lead and engage the internal or external audit process 4. capable to respond to audit findings and observations 	7	<ul style="list-style-type: none"> • Internal Company Procedures Course • ISO 9001 QMS Course • Audit Requirements Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the entire manufacturing process flows essential to both product and process level 	6	<ul style="list-style-type: none"> • Relevant Approved Courses and Training on any one of Specialised Processes workshops relevant to the Job Scope area • NADCAP Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand engineering drawing 	6	<ul style="list-style-type: none"> • Root Cause Corrective Action (RCCA) Training
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. oversee inventory planning that would determines the optimal quantity and timing of inventory to align it with sales and production needs 2. oversee capacity planning that determines the production staff and equipment needed to meet the demand for products 3. oversee distribution planning and network planning oversees the movement of goods from a supplier or manufacturer to the point of sale 	7	<ul style="list-style-type: none"> • Supply Chain Management Course

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Production Manager		Level: 8	
<p>Job Description:</p> <p>The Operation Manager plans, organises, directs, controls and coordinates manufacturing / production activities with the main focus of ensuring production processes are running efficiently to meet the organisations production goals.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> determine, control and supervise production schedule and processes are according to production plan and manufacturing specifications; calculating time, requirements, and ensuring high quality products are achieved determine, implement and monitor production strategies, policies and plans plan and evaluate daily and future plans and develop process improvements to effectively optimising the utilisation of resources and materials/consumables to maximise production identify unsafe operations or propose suggestion of improvements in the shop floor to the operation head ensure the efficient use of resources and the fulfilment of production quotas manage, plan, schedule and monitor the tasks of other production workers provide engineering support for production, maintenance and assembly activities to ensure maximum production and meeting datelines earlier than target initiate cost reduction activities while maintaining high quality standards develop SOP and best practices to improve production capacity, quality, reliability in line with the safety standards provide guidance to team members to accomplish production KPI overseeing the application of work safety and related procedures prepare reports to Plant Manager on any possible process improvement and ways to improve efficiency oversee the selection, training and performance of staff negotiate with suppliers, customers and other organisations 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> revise Human Factors and Basic Error Management in the aviation context regulate Basic Regulation Requirements interpret and review Company Procedures 	5	<ul style="list-style-type: none"> AS9100 Awareness NADCAP Requirement and Audit Checklist Awareness Company Procedures Human Factors Awareness Training Customer Contract Requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication sessions with others through discussion, presentation and social skill 2. handle conflict between staff 3. flow down of communication and engagements with staff 4. impart organisation's interests to staff 	4	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Effective Communication Course • Technical Report Writing
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage external and inter departmental engagement 2. have adequate social skills of engagements all levels 3. capable to coordinate and play the role as a Team Leader as part of a team 	5	<ul style="list-style-type: none"> • Interpersonal Skill Course • Teamwork Course • Effective Leadership and Management Course • Effective Supervisory Course
Etiquette Management	<p>The ability to :</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethical practises when supervising other people/subordinates 2. manage subordinate's reporting fairly, fair workload assignments 	4	<ul style="list-style-type: none"> • HR Integrity Training (in-house or external)
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere and execute Occupational Health and Safety Management System 2. manage a Workplace 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Safety and Health Management System (WSHMS) Implementation Plan		<ul style="list-style-type: none"> • Chemical Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise Information Technology tools and technique throughout the organisation 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to :</p> <ol style="list-style-type: none"> 1. understand and adhere to the organisation's HR requirements 2. assess competency, appraise and evaluate staff, review On-the-Job Training programmes and competency-based assessments 3. review On-the-Job Training programmes of staff 	3	<ul style="list-style-type: none"> • Internal HR Management Training or equivalent • Leadership or Management Skills Training • PCA Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Change Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. influence and lead changes in the work environment by implementing new business directions, collaborations, procedures or policies 2. adhere to engineering change control requirements for compliance and process improvement activities 	<p>4</p>	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master's in Business Administration
<p>Strategic Thinking</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills 2. implement and apply improvements arising from Organisational Analysis 	<p>4</p>	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master's in Business Administration
<p>Organisation Results</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. monitor Organisational Performance and Develop Reward Strategies to Lead Achievement of Results 	<p>5</p>	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master's in Business Administration

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. create housekeeping routines and ensure are up-kept at working area at all time 	7	<ul style="list-style-type: none"> • Acquired work experience through engagement in Manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. implement use of factory data management and manufacturing systems 2. implement procedures of accessing relevant and correct revision documentation applicable to the manufacturing process in hand according to the organisations systems 	6	<ul style="list-style-type: none"> • Training in manufacturing systems such as manufacturing cards, technical/work instructions • Training in process documentation and work flows
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. execute correct equipment and tooling with the proper techniques to ensure work output meets the standards required 2. implement safe use of fixtures and work holding equipment within their work cell 	6	<ul style="list-style-type: none"> • Training in manufacturing systems such as manufacturing cards, technical/work instructions • Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. design, implement and manage 5S Techniques 2. design, implement and manage Production Improvement Techniques 3. conduct investigation to determine causes of regular and repeated defects and ensure necessary actions are taken to improve 	7	<p>Courses related to the following disciplines or areas:</p> <ul style="list-style-type: none"> • 5S Training • Basic Defects Trouble Shooting Techniques • Continuous Improvement Training • Lean Principles Training • Productivity Improvement Training
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. carry out assessment of task for purpose of manpower distribution or requirements 2. provide Operational Budget Management 3. estimate Production Costing 	5	<ul style="list-style-type: none"> • Fundamentals of Project Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Industry requirements with regards to Aerospace Quality Approvals for Manufacturing/Production Process 2. deliver key business deliverables per AS9001, NADCAP, APQP requirements 	6	<p>Courses related to the following disciplines or areas:</p> <ul style="list-style-type: none"> • AS9100 Training • APQP Training • NADCAP Training • Internal Company Procedures Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply the concepts and validate the principles and practical aspects of Specialised Processes during production Process maintenance 	<p style="text-align: center;">6</p>	<p>Relevant Approved Courses and Training on any one of Specialised Processes workshops relevant to the Job Scope area :</p> <ul style="list-style-type: none"> • Repair Techniques for Composites • Welding Process • Chemical Cleaning and Surface Treatment • Painting • Heat Treatment • Non-Destructive Testing • Machining
Technical and Engineering Fundamentals	<p>The ability to :</p> <ol style="list-style-type: none"> 1. understand engineering drawing 	<p style="text-align: center;">6</p>	<ul style="list-style-type: none"> • Basic Engineering Drawing Course
Supply Chain Management	<p>The ability to :</p> <ol style="list-style-type: none"> 1. highlight and track any materials shortages or quality issues 	<p style="text-align: center;">5</p>	<ul style="list-style-type: none"> • Supply Chain Management Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Production/Operations			
Job Title : Head of Plant		Level: 8	
<p>Job Description:</p> <p>The Head of Plant plan, organise, direct, control and coordinate all manufacturing / production and support activities with main focus on ensuring a profitable business operation with continuous engagements with customers for current and future business opportunities. Ensuring and implementing all Rules, Regulations and Protocols are met, adhere and executed accordingly.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • plan and implement policies and legislation • plan, direct and coordinate activities concerning the production of goods • establish and direct operational and administrative procedures • monitor the plant operations at all stages, from raw materials/consumables requirements to production and delivery/shipment schedule with relevant resources; mitigate possible risks and providing proactive solutions to challenges • daily liaise with sales division/department on customers' confirmed requirements and plan the sequences of activities up to date efficiently and effectively • daily collaborate with relevant unit heads to update, keep up with dedicated schedule and oversee the on-going plan meets to customers' requirements • daily support and manage information network within the operation as a centralised business data centre: collate, digest, integrate and consolidate data from head units to summarise output • support the administration of company IT solutions to ensure data backup, hard drives, etc. function efficiently • represent the organisation in its dealings with other divisions of the enterprise or with external agencies • negotiate with suppliers, customers and other organisations • identify business opportunities and determining the products to be manufactured • monitor budgetary estimates and controlling expenditure 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. revise Human Factors and Basic Error Management in the aviation context 2. regulate Basic Regulation Requirements 3. interpret and review Company Procedures 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. handle conflict between staff 2. lead workplace communication through the implementation of communication strategies and mechanisms throughout different organisation levels 3. impart organisation's interests to staff 	4	<ul style="list-style-type: none"> • Effective Communication Course • Technical Report Writing • Presentation Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead external and inter departmental engagement 2. coordinate and play the role as a Team Leader as part of a team 3. utilise emotional intelligence in a working environment and able to manage subordinate work issues 4. hold small team workshops to advise and train colleagues 	5	<ul style="list-style-type: none"> • Interpersonal Skill Course • Teamwork Course • Effective Leadership and Management Course • Effective Supervisory Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. show leadership in creating and overseeing policies for ethical practices at the organisation level 2. manage subordinate's reporting fairly, fair workload assignment and delegation to 	4	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or its equivalent • HR Integrity Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	ensure work continuity		
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead and oversee a Occupational Health and Safety Management System 2. develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan 3. lead, survey and apply occupational Safety and Health principles 	5	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to :</p> <ol style="list-style-type: none"> 1. implement an Information Technology System that utilise Information Technology tools and technique throughout the organisation 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to :</p> <ol style="list-style-type: none"> 1. lead and oversee HR system to meet organisation requirements 2. display leadership at the operational level 3. lead and develop a system to assess competency, appraisal, evaluation of staff, review on-job-training programmes and competency base assessments lead teams and apply a Working Team culture 	5	<ul style="list-style-type: none"> • Internal HR Management Training or equivalent • Leadership or Management Skills Training • PCA Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Change Management	<p>The ability to :</p> <ol style="list-style-type: none"> 1. adhere to engineering change control requirements for compliance and process improvement activities 2. influence and lead changes in the work environment by implementing new business directions, collaborations, procedures or policies 	4	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master’s in Business Administration
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. develop, lead and implement business strategy and planning system 2. develop and review Organisational Analysis and implement improvements 3. drive and achieve organisational targets 	4	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master’s in Business Administration
Risk Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. set and identify Opportunity and Risk Analysis 	5	<ul style="list-style-type: none"> • Risk Management Training
Finance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. analyse the Profit and Loss of the Organisation's Business Performance 	4	<ul style="list-style-type: none"> • Management Finance Training • Management Accounting Training

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

Organisation Results	The ability to: 1. develop Long Term and Mid Term Business Strategy and Business Plan 2. develop Organisation Vision and Mission Statements	5	<ul style="list-style-type: none">• Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration courses or; • Master's in Business Administration
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> demonstrate an understanding of the fundamental maintenance aspects of the fabrication and manufacturing process within the work scope of the organisation 	5	<ul style="list-style-type: none"> Acquired work experience through engagement in Manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to :</p> <ol style="list-style-type: none"> implement use of factory data management and manufacturing systems implement procedures of accessing relevant and correct revision documentation applicable to the manufacturing process in hand according to the organisations systems 	6	<ul style="list-style-type: none"> Training in manufacturing systems such as manufacturing cards, technical/work instructions Training in process documentation and work flows
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> identify and implement correct equipment and tooling with the proper techniques to ensure work output meets the standards required implement safe use of fixtures and work holding equipment within their work cell 	6	<ul style="list-style-type: none"> Training in manufacturing systems such as manufacturing cards, technical/work instructions Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

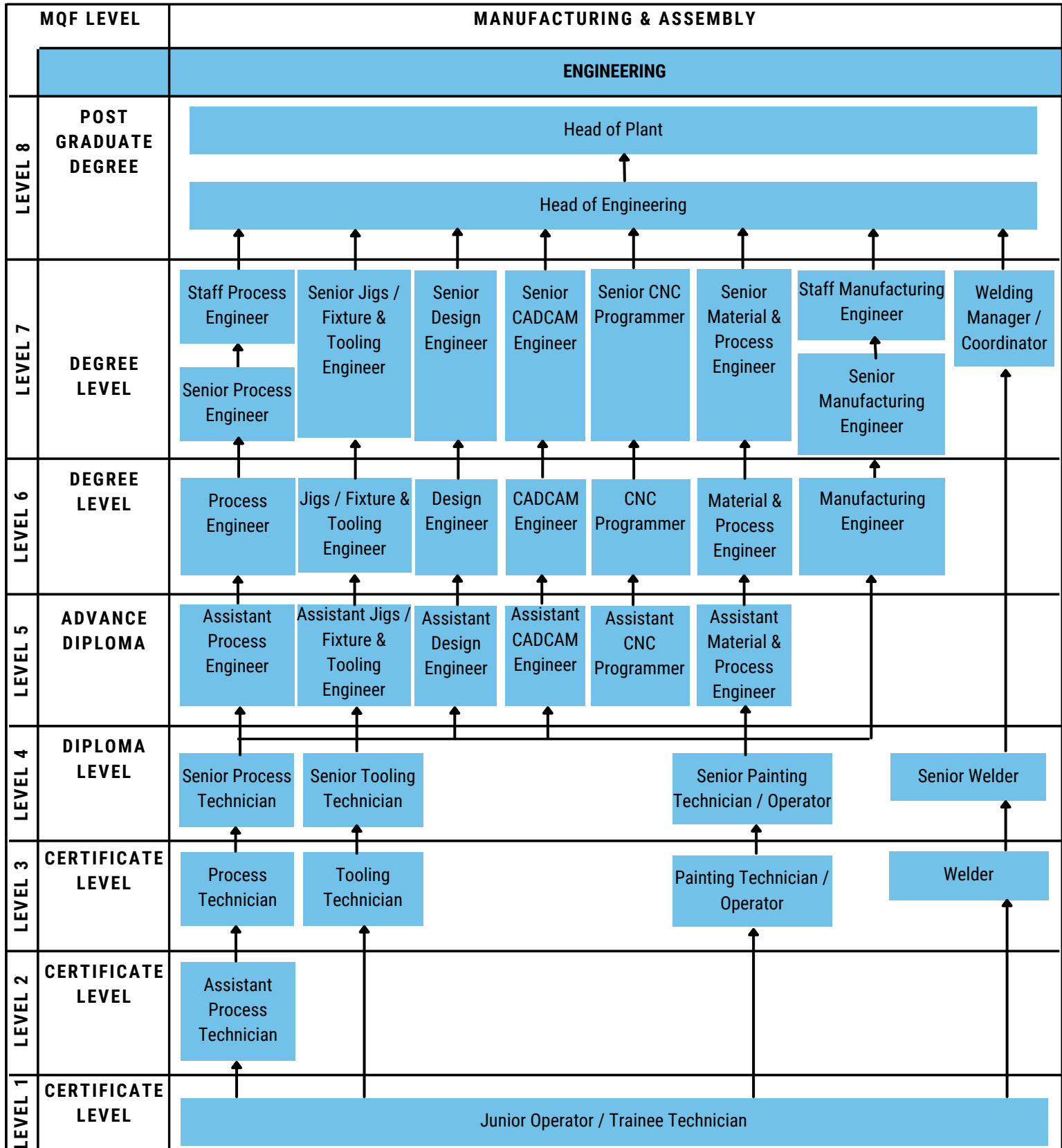
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> 1. lead, promote and encourage innovations among the staff in the organisation 	7	N/A
Project Management	The ability to : <ol style="list-style-type: none"> 1. provide Operational Budget Management 2. estimate Process Costing 	6	N/A
Quality	The ability to: <ol style="list-style-type: none"> 1. capable of implementing of Industry requirements with regards to Aerospace Quality Approvals for Manufacturing/ Production Process 2. establish a Quality Management System within the organisation with all the required quality functions and quality elements associated with it 3. implement Basic Failure Mode and Effect Analysis Methods in the Organisation 4. understand and adhering to a Quality Management System within the organisation with all the required quality functions and quality elements associated with it 5. sustain the quality requirements and performance 	7	Courses related to the following disciplines or areas: <ul style="list-style-type: none"> • AS9100 Training • APQP Training • NADCAP Training • Basic PFMEA Training • Internal Company Procedures Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand theoretic knowledge of Special Manufacturing Processes and fabrication principles to ensure reliable service performance 	<p>7</p>	<p>Relevant approved courses and training on any one of Specialised Processes workshops relevant to the Job Scope area:</p> <ul style="list-style-type: none"> • Repair Techniques for Composites • Welding Process • Chemical Cleaning and Surface Treatment • Painting • Heat Treatment • Non-Destructive Testing • Machining
<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demand planning that can improve the accuracy of revenue forecasts, align inventory levels with peaks and troughs in demand, and enhance profitability for a particular channel or product 2. understand the Supply Chain and Warehouse and Logistics Operations 	<p>7</p>	<ul style="list-style-type: none"> • Supply Chain Management Course

CAREER PATHWAY

- MANUFACTURING: ENGINEERING -



JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Junior Operator/Trainee Technician			Level: 1
<p>Job Description:</p> <p>The Junior Operator/Trainee Technician focuses on the job training under supervision and completes basic manufacturing elements which cover the organisation's procedures, shop floor instructions, job cards, health and safety and quality requirements before assigned to a specific product in the production floor.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • carry out basic manufacturing work of aircraft components under supervision in accordance with production department, quality,-health and safety requirements or procedures • utilise basic hand tools in serviceable conditions and to highlight any discrepancies • perform the manufacturing process as per the company's standard procedures, using the correct documentations (Job Cards, work Instructions, etc.) as defined by the organisation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	1	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate basic English with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform based on the current position 	1	N/A
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a Technician 2. adhere to rules & 	1	N/A

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	regulation, disciplinary and code of conduct		
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. adhere to all Environment, Health and Safety Procedure 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. use Information Technology relevant to the work scope 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: 1. understand and perform basic hand tool or equipment preventive maintenance activities	1	<ul style="list-style-type: none"> • Basic Maintenance Course
Manufacturing Processes	The ability to: 1. understand and perform basic manufacturing activity under supervision	1	<ul style="list-style-type: none"> • Basic Manufacturing Process-Related Course
Operations and Production	The ability to: 1. select and use the appropriate hand tools to produce the product to meet specifications	1	<ul style="list-style-type: none"> • Basic Hand Tool Handling Course
Quality	The ability to: 1. understand and adhere to quality system procedures	1	<ul style="list-style-type: none"> • Quality Management System Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant Process Technician			Level: 2
<p>Job Description:</p> <p>The Assistant Process Technician performs direct task specifically in productivity improvements, lean manufacturing practices, process controls, risk assessments on the product before rolling out for mass production as per directive from Process Technicians and Senior Process Technicians. Typically running the engineering stage/projects, new product introductions, first article conceptual, roll-out approval stages & optimisation of the manufacturing processes in production areas based on the project given and manages multiple projects with directives from Process Technicians and Senior Process Technicians.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist and also perform direct engineering and work processes and to be the domain expert in given area/processes by understanding machine/process behaviours • assist in troubleshooting and solve production process problems and escalate to higher level immediately if unsuccessful according to OCAP procedures • assist to perform machine health daily qualification processes • assist in making sure processes are under control as per the directions from the Process Engineer • report daily machine/process health data into system or manual reporting 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and Apply Company Procedures 4. interpret and apply Aerospace Standards ISO 9100 requirements 	3	<ul style="list-style-type: none"> • AS9100 Awareness • ISO 9001 and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective workplace communication through the implementation of communication strategies and mechanisms 	2	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. multitask and prioritise planning of multiple projects 2. have good escalation habits 3. exhibit good social & communication skills with others 4. exhibit good presentation skills 	2	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training • MSDS Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and utilise Information Technology tools and technique throughout the work teams 2. proper usage of technology methods during WFH 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. adapt to change initiatives in the workplace environment 3. carry out assessment and assignment of tasks to the appropriate team members 4. create a conducive environment in workplace through communication and association 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training • PCA Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of Technician 2. do self-regulating and reporting to superiors as a Process Technician 3. have integrity on the job that is being performed 	3	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. understand machine maintenance processes and planning 2. understand the basic concept of Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	2	<ul style="list-style-type: none"> • Basic Training on Maintenance Scheduling and Processes • Basic AM & PM Training
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. understand the entire manufacturing process flows especially before and after in the product level 	2	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/ Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System)
Operations and Productions	The ability to: <ol style="list-style-type: none"> 1. understand the effect of mass production and operations and the key effects 2. assist technicians in maintaining processes and within tolerance level/limits 3. assist in implementing OCAP (Out of Control Action Plan) and mitigation plans 4. have basic understanding with machines & process parameter functionalities 5. be well-versed in reading Work Instruction (WI) and OCAPs 6. assist in gathering 	3	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/ Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System) • Machine Supplier Training Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	data for SPC (Statistical Process Control)		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist in gathering data and for process capability studies 1. possess basic Lean manufacturing concept 2. have basic understanding on the respective areas for process improvements and knowledge in managing machine parameters/ troubleshooting 3. be well-versed with data for Work Instruction (WI) and do reporting to Technicians and Engineers 4. provide input for process enhancement from own perspective 	3	<ul style="list-style-type: none"> • Basic Microsoft Office Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. assist technicians and engineers in support for Quality Review Board (QRB) purposes and material disposals 3. assist technicians in gathering data of 8D reports for internal and customers 4. possess basic understanding of ISO9001 & AS9001 	<p>3</p>	<ul style="list-style-type: none"> • ISO9001 • AS9100 • 8D Report/Quality Report Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. possess basic understanding of the entire manufacturing process flows which is essential on both product and process level 	<p>3</p>	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/ Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES • (Manufacturing Execution System)
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. possess basic product knowledge which is essential and the effects within the respective process areas as well as others 2. possess basic machine/tool knowledge which is essential and process parameters and factors that leads to stable process flow 	<p>4</p>	<ul style="list-style-type: none"> • Product Training • Machine/Tool Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Process Technician			Level: 3
<p>Job Description:</p> <p>The Process Technician performs task specifically in productivity improvements, lean manufacturing practices, process controls, risk assessments on the product before rolling out for mass production as per directive from Assistant Engineer and Process Engineer. They usually run the engineering stage/projects, new product introductions, first article conceptual, roll-out approval stages & optimisation of the manufacturing processes in production areas based on the project given and manages multiple projects with different technicians.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform direct engineering and work processes and to be the domain expert in given area/processes by understanding machine/process behaviours • troubleshoot and solve production process problems and escalate to higher level immediately if unsuccessful according to OCAP procedures • perform machine health daily qualification processes • make sure processes are under control as per directions from the Process Engineer • closely work with the Equipment Engineers/Technicians and facilitate process improvements for NPI level and continuous improvements • report daily machine/process health data into system or manually 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and apply Company Procedures 4. interpret and apply Aerospace Standards ISO 9100 requirements 	3	<ul style="list-style-type: none"> • AS9100 Awareness • ISO 9001 and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective workplace communication through the implementation of communication strategies and mechanisms 	3	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. multitask and prioritise planning of multiple projects 2. possess good escalation habits 3. exhibit good social & communication skills with others 4. exhibit good presentation skills 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training • MSDS Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and utilise Information Technology tools and technique throughout the work teams 2. use proper technology methods during WFH 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. adapt to change initiatives in the workplace environment 3. carry out assessment and assignment of tasks to the appropriate team members 4. create a conducive environment in workplace through communication and association 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training • PCA Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of Technician 2. do self-regulating and reporting to superiors as a Process Technician 3. have integrity on the job that has been performed 	3	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand machine maintenance processes and planning 2. understand the basic concept of Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • Machine/Supplier Training Course • Basic AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to the entire manufacturing process flows especially before and after in the product level 	3	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System)
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the effect of mass production and operations and the key effects 2. assist Engineers in maintaining processes within tolerance level/limits 3. implement Out of Control Action Plan (OCAP) and mitigation plans 4. be well-versed with machines & process parameter functionalities 5. be well-versed in reading Work Instruction (WI) and OCAPs 6. gather data for Statistical Process 	4	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System) • Machine Supplier Training Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Control (SPC)		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> gather data and do compilation for process capability studies possess basic Lean Manufacturing concept be domain expert on the respective areas for process improvements and possess in-depth knowledge in managing machine parameters/troubleshooting be well-versed with data for Work Instruction (WI) and do reporting to Process Engineers provide relevant input for process enhancement from own perspective 	4	<ul style="list-style-type: none"> Basic Microsoft Office Training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> understand and adhere to organisational quality systems, procedures and policies in development of work processes support for QRB (Quality Review Board) purposes and material disposals gather data on 8D reports for internal 	4	<ul style="list-style-type: none"> ISO9001 AS9100 8D Report/Quality Report Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>and customers</p> <p>4. have basic understanding of ISO9001 & AS9001</p>		
Specialised Processes	<p>The ability to:</p> <p>1. understand the entire manufacturing process flows which is essential on both product and process level</p>	4	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP(Enterprise Resource Planning)/MES (Manufacturing Execution System)
Technical and Engineering Fundamentals	<p>The ability to:</p> <p>1. have product knowledge which is essential and the effects within the respective process areas as well as others</p> <p>2. have machine/tool knowledge which is essential and process parameters and factors that leads to stable process flow</p>	4	<ul style="list-style-type: none"> • Product Training • Machine/Tool Training

Job Description:

The Tooling Technician carries out handling and maintenance work of tooling equipment.

Responsibilities include:

- assist for tooling support in IBT production
- perform Tool Cycle Check (TCC/PTI) activities
- assist for tool maintenance, tool room operations, tool storage
- practice 5S in tool room
- assist in the installation and repairing of machinery
- perform periodic checks on equipment and solve problems as detected
- work with others in order to ensure that equipment is in proper working order

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
<p>Legislation and Regulation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Basic Regulation Requirements (e.g. including but not limited to MCAR 2016, CAAM Airworthiness Notices, EASA & FAA) 3. interpret and apply Air Legislation and Company Procedures 4. apply work practices in compliance to AS9100, NADCAP, ISO9001, ISO140001, OHSAS18001 and all applicable customer standards 	<p align="center">2</p>	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 • NADCAP • ISO9001 • ISO140001 • OHSAS18001
<p>Communications</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective communication at the workplace 	<p align="center">3</p>	<ul style="list-style-type: none"> • Effective Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. respect superiors and take instructions effectively 2. highlight work-related matters to superiors responsibly 3. play the role as a team member 4. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 	3	<ul style="list-style-type: none"> • Presentation Course • Interpersonal Skill Course • Teamwork Course • Conflict Management Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. observe and follow company safety rules and regulations 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. provide inputs for any changes or improvement-related work 	<p>3</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
<p>Workplace Ethics Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of a Tooling Technician 2. do self-regulating and reporting to superiors as a senior Technician 3. ensure self-reporting, take ownership of work and ensure work integrity 	<p>3</p>	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> maintain tool room equipment in good condition and be involved in cost reduction activities <p>*Material fitting and joining *Machine tool maintenance (Mechanical/ Electrical/Electronic) *Welding machine maintenance *Static and rotating equipment maintenance</p>	3	<ul style="list-style-type: none"> Equipment Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> carry out tool fabrication, installation, and inspection 	3	<ul style="list-style-type: none"> Drilling & deburring Grinding Riveting & Fastening Engraving Torque tightening Painting & Labelling
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> perform Tool Cycle Check activities perform Digital Inspection of products & jigs perform data collection and analysis using metrology method & system perform jigs installation on shop floor repair and refurbish jigs and tools 	3	<ul style="list-style-type: none"> Laser Tracker Training Specific Operation Production process (Tooling) On-the-Job Training (OJT)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist in improving the existing tooling in production floor and implement mistake proving activities to increase production rate 	<p>3</p>	<ul style="list-style-type: none"> • 5S Training • Process Training • Basic Process Defects Trouble Shooting Techniques • Innovation and Productivity Training • Kaizen Training • Lean basics
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in order to carry out daily work accordingly 	<p>3</p>	<ul style="list-style-type: none"> • Specific Quality On-the-Job Training (OJT)
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret tool drawing and Bill of Material 2. understand tool work order 	<p>3</p>	<ul style="list-style-type: none"> • GD&T • Tool Drawing Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Painting Technician			Level: 3
<p>Job Description:</p> <p>The Painting Technician carries out specific production process in the paint shop area and meets production target with optimum production cost. They are accountable for the deliverables of specified production job order target in terms of cost, quality and schedule.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform skill repetitive jobs i.e. masking, cleaning, painting (primer, top coat and touch up) and required in paint shop area • perform processes that involve facilities or specialised hand tools i.e. sanding machine, polish machine and spray gun • perform cleaning and servicing of machineries, tools, paint booths and jigs • evaluate basic safety condition of the workplace and machinery before work starts and during production • achieve target set by the superior according to the respective process or standard • fill in documents related to production i.e. Job Card, Production Order, Log Status Sheet, and Pre-Production Checklist • perform visual inspection during the process and inform team and superior for immediate prevention action • follow all instructions and regulations according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	2	<ul style="list-style-type: none"> • AS9100 Audit Awareness (basic) • NADCAP Audit Awareness (basic) • Company Procedures • Human Factors Awareness Training
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate basic English with reading and writing abilities 	3	<ul style="list-style-type: none"> • Basic technical English comprehension (basic) • Effective Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform based on the current position 2. respect superiors and take instructions effectively 3. highlight work-related matters to superiors responsibly 4. play the role as a team member 5. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 	<p>3</p>	<ul style="list-style-type: none"> • Code of Conduct and Ethics Training • Conflict Management Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. adhere to all mechanical and chemical mixing procedures 	<p>2</p>	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	<p>3</p>	<ul style="list-style-type: none"> • Information Technology Awareness Training • Insider Threat Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. provide inputs for any changes or improvement-related work 	<p align="center">3</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
<p>Workplace Ethics Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of a Painting Technician 2. do self-regulation and reporting to superiors as a Painting Technician 3. ensure self-reporting, take ownership of work and ensure work integrity 	<p align="center">2</p>	<ul style="list-style-type: none"> • Technician Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist senior to maintain painting equipment, tooling, jigs, instruments in a good working condition 2. assist senior to ensure housekeeping are up-kept at working area at all time 3. understand work instructions and other relevant OEM documents 	3	<ul style="list-style-type: none"> • User responsibilities of the Total Preventive Maintenance (TPM) of each Paint Shop facilities and equipment (spray booth, oven, spray guns, paint mixer, etc.) • User responsibilities in handling calibrated equipment (booth & oven controller, paint inspection and measurement devices, etc.) • Acquired work experience through engagement in aviation manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform basic manufacturing activity under supervision 2. understand work instructions and other relevant OEM documents 	3	<ul style="list-style-type: none"> • Basic painting process trainings, theory and hands-on: <ol style="list-style-type: none"> a. Sanding b. Cleaning c. Mixing d. Spraying e. Curing f. Inspection

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use correct painting equipment and tooling with the proper techniques to ensure work output meets the standards required 	<p>3</p>	<ul style="list-style-type: none"> • Basic understanding of the product engineering • OEM Painting Equipment Training • OEM Painting Techniques Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply 5S Techniques 2. apply Continuous Painting Improvement Techniques 3. assist to conduct investigation to determine causes of regular and repeated painting defects and ensure necessary actions are taken for improvement 4. give feedback on any quality and productivity improvements that can support the work processes 5. apply Kaizen elements in the projects 	<p>3</p>	<ul style="list-style-type: none"> • 5S Training • TPM Training (basic) • Kaizen Training • Basic Defects Trouble Shooting Techniques
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply Quality Systems 	<p>3</p>	<ul style="list-style-type: none"> • Paint inspection requirements Paint inspection methods, tools, and devices Control of records and stamps
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform painting effectively in compliance with the approved painting processes and documents 2. apply painting process fundamentals 	<p>3</p>	<ul style="list-style-type: none"> • Painting Work Documentation Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	following NOSS "Aviation Painting" standards, TP-075-3:2012		
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the implication of painting work quality on aircraft performance fundamentals 	3	<ul style="list-style-type: none"> • Training on the Impact of Poor Painting Quality on an aircraft E.g. Corrosion, Drags - Fuel Consumption, company image deterioration due to paint peeling off, degraded system functioning etc.

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Welder			Level: 3
<p>Job Description:</p> <p>The Welder performs welding for aerospace components manufacturing in accordance with relevant technical manuals and quality standards.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • prepare and perform assigned welding processes in accordance with approved Standard Operating Procedures (e.g. job cards, task cards, shop instructions) as defined by the organisation. • ensure welding equipment and tooling are in a serviceable condition and highlight any discrepancies • perform welding to achieve welding acceptance and quality standards • perform welding activities efficiently within assigned targets • work as a team and communicate effectively with team members 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Basic Regulation Requirements (e.g. including but not limited to MCAR 2016, CAAM Airworthiness Notices, EASA & FAA) 3. interpret and apply Air Legislation and Company Procedures 4. describe product integrity, how human factors affect product integrity and comply to integrity requirements 	3	<ul style="list-style-type: none"> • Malaysian Civil Aviation Regulations (MCAR) 2016 • Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notices (AN6501) • EASA & FAA Regulations • Air Legislation and Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: <ol style="list-style-type: none"> 1. use effective communication at the workplace 	3	<ul style="list-style-type: none"> • Civil Aviation Authority of Malaysia Airworthiness Guidance (AG) 1101 • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. respect superiors and take instructions effectively 2. highlight work-related matters to superiors responsibly 3. play the role as a team member 4. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 	3	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Skill Course • Teamwork Course • Conflict Management Training
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. describe the safety requirements of the work cell loading machines and lifting equipment used in the organisation and demonstrate compliance with safe working practice 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	technique and procedures		house or external)
Human Resources & Management Skills	<ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. provide inputs for any changes or improvement-related work 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of a Welding Technician 2. do self-regulation and reporting to superiors as a Welding Technician 3. ensure self-reporting, take ownership of work and ensure work integrity 	3	<ul style="list-style-type: none"> • Technician Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist senior to maintain welding equipment, tooling, jigs, instruments in a good working condition 2. assist senior to ensure housekeeping is done at working area at all time 3. assist senior to Identify tools and equipment to carry out task 4. assist senior to ensure high productivity and performance, efficient utilisation of manpower and avoid or minimise wastage 5. assist senior to carry out test or fabrication as per approved documents 6. describe and carry out the relevant asset care and OOE equipment checks prior to use 	3	<ul style="list-style-type: none"> • CAA Malaysia Part M and Part 145 - detailed understanding • Basic Aircraft Maintenance Course • Acquired work experience through engagement in aviation MRO industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate use of factory data management and manufacturing systems 2. describe procedures of accessing relevant documents and correct revision of documentation which is applicable to the manufacturing process in hand according to the organisations systems 	3	<ul style="list-style-type: none"> • Training in aerospace manufacturing systems such as PLM, MES, manufacturing cards, technical/work instructions. Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Operations Production</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use correct welding equipment and tooling with the proper techniques to ensure work output meets the standards required 2. describe the functions and demonstrate safe use of fixtures and work holding equipment within their work cell 3. describe their own roles and responsibilities within the work cell and how these contribute to the overall quality requirements 	<p>3</p>	<ul style="list-style-type: none"> • Welding Equipment Training • Welding Techniques Training • Welding Work Documentations Training
<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply 5S Techniques 2. apply Continuous Welding Improvement Techniques 3. assist to conduct investigation to determine causes of regular and repeated welding defects and ensure necessary actions are taken for improvement 4. give feedback on any quality and productivity improvements that can support the work 	<p>3</p>	<ul style="list-style-type: none"> • 5S Training • Welding Techniques Training • Basic Defects Trouble Shooting Techniques • Technical Report Writing • Continuous Improvement Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret and demonstrate compliance with organisational QMS and SOPs 2. assist Welding Shop Foreman, QA, CAAM and other regulatory bodies audit preparation 3. support CAAM/QA Audit in finding response and correction 4. describe and perform the necessary actions are taken when non-conformance is detected 5. explain the importance of calibration of tools and equipment within their work cell(s) 6. explain the importance of traceability and demonstrate compliance to organisational systems 	<p>3</p>	<ul style="list-style-type: none"> • Internal Company Procedures Training • CAAM Audit Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform welding effectively in compliance with the approved welding processes and documents 2. understand and apply welding process technology following the NOSS "Aviation Welding" TP-074-3:2012 	<p>3</p>	<ul style="list-style-type: none"> • Effective Welding Process Training following NOSS TP-074-3: 2012
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the implication of quality 	<p>3</p>	<ul style="list-style-type: none"> • In-house Welding Course (In-House Welding Certification &

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>of the welding work on aircraft airworthiness fundamentals</p> <p>2. understand and apply welding process technology follows the NOSS "Aviation Welding" TP-074-3:2012</p>		<p>Renewal)- Impact of Poor Welding Quality on an aircraft airworthiness and safety</p> <ul style="list-style-type: none">• Effective Welding Process Training following NOSS TP-074-3: 2012
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Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Process Technician			Level: 4
<p>Job Description:</p> <p>The Senior Process Technician performs task specifically in productivity improvements, lean manufacturing practices, process controls, risk assessments on the product before rolling out for mass production as per directive from Assistant Engineer and Process Engineer. They usually run the engineering stage/projects, new product introductions, first article conceptual, roll-out approval stages & optimisation of the manufacturing processes in production areas based on the project given and manages multiple projects with different technicians. They will be involved in more complex tasks as per directive from Engineers.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> perform direct engineering and work processes and be the domain expert in given area/processes by understanding machine/process behaviours and involved in validating/verifying Process Technicians' tasks, in case of any issues arise before escalating to Engineer level troubleshoot and solve production process problems and escalate the issues to higher level immediately if unsuccessful according to OCAP procedures perform machine health daily qualification processes typically for the complex or processes with issues ensure processes are under control as per directions from the Process Engineer closely work with the Equipment Engineers/Technicians, validate and verify process improvements for NPI level and continuous improvements report daily machine/process health data into system or manually for complex or processes with issues provide guidance to Assistant Process Technician & Process Technician on the process-related issues 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> review and apply human factors and basic error management in aviation context interpret and apply Aerospace Standards AS9100 requirements interpret and apply company procedures interpret and apply Aerospace Standards ISO 9100 requirements 	4	<ol style="list-style-type: none"> AS9100 Awareness ISO 9001 and Audit Checklist Awareness Company Procedures Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective communication in workplace within the company and customers if necessary 	4	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. multitask and do priority planning of multiple projects 2. possess good escalation habits 3. demonstrate good social & communication skills with others 4. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training • MSDS Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and utilise Information Technology tools and technique throughout the work teams 2. use proper technology methods during WFH 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. adapt to change initiatives in the workplace environment 3. carry out assessment and assignment of tasks to the appropriate team members 4. create a conducive environment in workplace through communication and association 	<p>3</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training • PCA Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of Technician 2. do self-regulation and reporting to superiors as a Senior Process Technician 3. possess integrity on the job that has been performed 	<p>3</p>	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand machine maintenance processes and planning and work with maintenance team for scheduled/unscheduled maintenance planning 2. review and understand the basic concept of Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	4	<ul style="list-style-type: none"> • Machine/Supplier Training Course • Basic AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to manufacturing process flows especially before and after in the product level and process level 2. verify/validate Process Technicians' tasks before escalating it to Engineer level 	4	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System)
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. recognise the effect of mass production and operations and the key effects 2. assist Engineers in maintaining processes within tolerance level/limits 3. understand and implement Out of Control Action Plan (OCAP) and mitigation plans 4. be well-versed with 	4	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System) • Machine Supplier Training Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>machines & process parameter functionalities</p> <ol style="list-style-type: none"> 5. be well-versed in reading Work Instruction (WI) and OCAPs 6. gather data for Statistical Process Control (SPC) and do compilation for Engineers 		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. gather and organise data for process capability studies 2. possess basic Lean manufacturing concept 3. be domain expert on the respective areas for process improvements and have in-depth knowledge in managing machine parameters/troubleshooting 4. be well-versed with data for Work Instruction (WI) and do reporting to Process Engineers 5. evaluate and provide relevant input for process enhancement from his/her own perspective 	4	<ul style="list-style-type: none"> • Basic Microsoft Office Training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in the development of work processes 2. support for Quality 	4	<ul style="list-style-type: none"> • ISO9001 • AS9100 • 8D Report/Quality Report Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Review Board (QRB) purposes and material disposals</p> <ol style="list-style-type: none"> 3. gather data on 8D reports for internal stakeholders and customers 4. possess good understanding of ISO9001 & AS9001 		
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. recognise the entire manufacturing process flows which are essential on both product and process level 	4	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/ Operation Training (Internal/External) • ERP (Enterprise Resource Planning)/MES (Manufacturing Execution System)
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. product knowledge is essential and the effects within the respective process areas as well as others 2. machine/tool knowledge is essential and process parameters and factors that leads to stable process flow 	4	<ul style="list-style-type: none"> • Product Training • Machine/Tool Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Tooling Technician			Level: 4
<p>Job Description:</p> <p>The Senior Tooling Technician carries out handling and maintenance work of tooling equipment. They also provide guidance to Tooling Technician on the requirements of the tooling activity or based on tooling work instructions.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • lead tooling support in IBT production • lead the Tool Cycle Check activities on tooling in operations • lead the tool maintenance, tool room operations, tool storage • keep 5S at tool room • conduct the installation and repair of machinery • perform periodic checks on equipment and solve problems as detected • work with others in order to ensure that equipment is in proper working order • instruct Tooling Technician to perform required tooling and machinery operations and maintenance 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Basic Regulation Requirements (e.g. including but not limited to MCAR 2016, CAAM Airworthiness Notices, EASA & FAA) 3. interpret and apply Air Legislation and Company Procedures 4. apply work practices in compliance to AS9100, NADCAP, ISO9001, ISO140001, OHSAS18001 and all applicable customer standards 	4	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 • NADCAP • ISO9001 • ISO140001 • OHSAS18001

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: <ol style="list-style-type: none"> 1. manage effective workplace communication through the implementation of communication strategies and mechanisms 	4	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. respect superiors and take instructions effectively 2. highlight work-related matters to superiors responsibly 3. play the role as a team member 4. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 	3	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Skill Course • Teamwork Course • Conflict Management Training
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. provide inputs for any changes or improvement-related work 	<p>4</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of a Tooling Technician 2. do self-regulation and reporting to superiors as a Senior Technician 3. ensure self-reporting, take ownership of work and possess work integrity 	<p>3</p>	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead the maintenance of tool room equipment in good condition and involve in cost reduction activities 2. perform general maintenance tasks including production, painting, and assembly of tooling fixtures 3. develop and implement preventative maintenance procedures 	4	<ul style="list-style-type: none"> • Equipment Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead the activities of tool fabrication, installation and inspection 	4	<ul style="list-style-type: none"> • Drilling & Deburring • Grinding • Riveting & Fastening • Engraving • Torque tightening • Painting & Labelling
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead Tool Cycle Check activities 2. lead Digital Inspection of products & jigs 3. lead data collection and analysis using metrology method & system 4. lead jigs installation on shop floor 5. lead the repair and refurbishment of jigs and tools 6. repair of faulty tools and equipment which are damaged 7. conduct periodic quality checks on equipment and 	4	<ul style="list-style-type: none"> • Laser Tracker Training • Crane and Forklift Operations Training • Specific Operation Production Process (Tooling) Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>systems to ensure everything is up to standard</p> <p>8. inspect equipment, tools, jig and systems to identify any issues</p> <p>9. plan and schedule repairs</p>		
Productivity and Innovation	<p>The ability to:</p> <p>1. lead the improvement on existing tooling in production floor and implement mistake proving activities to increase production rate</p>	4	<ul style="list-style-type: none"> • 5S Training • Process Training • Basic Process Defects Trouble Shooting Techniques • Innovation and Productivity Training • Kaizen Training • Lean basics
Project Management	<p>The ability to:</p> <p>1. help develop and implement the budget for the maintenance department</p>	N/A	<ul style="list-style-type: none"> • Course on budget planning
Quality	<p>The ability to:</p> <p>1. understand and adhere to organisational quality systems, procedures and policies in order to carry out daily work accordingly</p>	4	<ul style="list-style-type: none"> • Specific Quality On-the-Job training (OJT)
Specialised Processes	<p>The ability to:</p> <p>1. approve of repaired faulty or broken tools and equipment to guarantee functionality</p>	N/A	N/A

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Technical and Engineering Fundamentals	The ability to: 1. coach other Tooling Technicians in tool drawing and Bill of Material understanding and interpretation 2. coach other Tooling Technicians in understanding the tool work order	4	<ul style="list-style-type: none">• GD&T• Tool Drawing Training• Customer Tool Procedure Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Painting Technician			Level: 4
<p>Job Description:</p> <p>The Senior Painting Technician carries out specific production process in the paint shop area and meets production target with optimum production cost. They are accountable for the deliverables of specified production job order target in terms of cost, quality and schedule.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform visual inspection during process and inform team and superior for immediate prevention action • ensure paint shop areas comply requirement for all audits i.e. AS9100, NADCAP etc. • get involved in culture of Continuous Improvement (Kaizen), suggest ways to optimize process flow and reduce cost • achieve target set by the superior according to the respective process or standard • perform as a mentor or trainer for new technicians • lead on update that visual boards i.e. SQCRT board is updated on time and the content or achievement is being briefed and understood by team • perform skill repetitive jobs i.e. masking, sanding, painting and touch up or any required at paint shop area • fill in documentation related to production i.e. Production Order, Log Status Sheet, Pre Production Checklist, etc. • perform cleaning and servicing of machineries, tools and jigs • follow all instruction and regulation according to company policy and regulation 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management 2. understand Company Procedures 	2	<ul style="list-style-type: none"> • AS9100 Audit Awareness (intermediate) • NADCAP Audit Awareness (intermediate) • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate basic English with reading and writing abilities 	3	<ul style="list-style-type: none"> • Basic technical English comprehension (basic) • Effective Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform based on the current position 2. respect superiors and take instructions effectively 3. highlight work-related matters to superiors responsibly 4. play the role as a team member 5. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 	3	<ul style="list-style-type: none"> • Code of Conduct and Ethics Training • Conflict Management Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. adhere to all mechanical and chemical mixing procedures 	2	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • Insider Threat Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively (quality and Delivery) 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. assist Team Leader in monitoring and guiding a group of Technician in daily basis shop floor performance (Quality and Delivery) 		<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
<p>Workplace Ethics Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of a Painting Technician 2. do self-regulating and reporting to superiors as a Painting Technician 3. ensure self-reporting, take ownership of work and ensure work integrity 	2	<ul style="list-style-type: none"> • Technician Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
<p>Maintenance</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. maintain painting equipment, tooling, jigs, instruments in a good working condition 2. ensure housekeeping are up-kept at working area at all time 3. understand work instructions and other relevant OEM documents 	<p align="center">4</p>	<ul style="list-style-type: none"> • Advanced user responsibilities of the Total Preventive Maintenance (TPM) of each Paint Shop facilities and equipment (spray booth, oven, spray guns, paint mixer, etc.) • User responsibilities in handling calibrated equipment (booth & oven controller, paint inspection and measurement devices, etc.) • Acquired work experience through engagement in aviation manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and demonstrate basic manufacturing activity under supervision 2. understand work instructions and other relevant OEM documents 	4	<ul style="list-style-type: none"> • Advanced painting process trainings, theory and hands-on: <ol style="list-style-type: none"> a. Sanding b. Cleaning c. Mixing d. Spraying e. Curing f. Inspection
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use correct painting equipment and tooling with the proper techniques to ensure work output meets the standards required 	4	<ul style="list-style-type: none"> • Basic understanding of the product engineering • OEM Painting Equipment Training • OEM Painting Techniques Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply 5S Techniques 2. apply Continuous Painting Improvement Techniques 3. assist to conduct investigation to determine causes of regular and repeated painting defects and ensure necessary actions are taken for improvement 4. give feedback on any quality and productivity improvements that can support the work processes 5. implement Kaizen elements in projects 	4	<ul style="list-style-type: none"> • 5S Training • TPM Training (basic) • Kaizen Training • Basic problem solving, 8D/9S process • Basic Defects Trouble Shooting Techniques

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret and apply Quality Systems 	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • Paint inspection requirements Paint inspection methods, tools, and devices Control of records and stamps
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate painting technique effectively in compliance with the approved painting processes and documents 2. understand and apply paint process fundamentals following NOSS "Aviation Painting" standards, TP-075-3:2012 	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • Painting Work Documentation Training
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. acknowledge the implication of quality of the painting work on aircraft performance fundamentals 	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • Training on the Impact of Poor Painting Quality on an aircraft E.g. Corrosion, Drags - Fuel Consumption, company image deterioration due to paint peeling off, degraded system functioning etc.

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Welder			Level: 4
<p>Job Description:</p> <p>The Senior Welder performs welding for the manufacture of Aerospace components in accordance with relevant technical manuals and quality standards.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • prepare and perform assigned welding processes in accordance with approved Standard Operating Procedures (e.g. job cards, task cards, shop instructions) as defined by the organisation • ensure welding equipment and tooling are in a serviceable condition and highlight any discrepancies • perform welding to achieve welding acceptance and quality standards • perform welding activities efficiently and within assigned targets • work as a team and communicate effectively with team members • assist and train welding colleagues as required to ensure welder’s qualifications and correct first-time targets are achieved 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Basic Regulation Requirements (e.g. including but not limited to MCAR 2016, CAAM Airworthiness Notices, EASA & FAA) 3. interpret and apply Air Legislation and Company Procedures 4. describe product integrity, how human factors affect product integrity and compliance to integrity requirements 5. identify when legislations and regulations are not 	4	<ul style="list-style-type: none"> • Malaysian Civil Aviation Regulations (MCAR) 2016 • Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notices (AN6501) • EASA & FAA Regulations • Air Legislation and Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	being complied, able to step in when required to guide colleagues		
Communications	The ability to: <ol style="list-style-type: none"> 1. manage effective workplace communication through the implementation of communication strategies and mechanisms 	4	<ul style="list-style-type: none"> • Civil Aviation Authority of Malaysia Airworthiness Guidance (AG) 1101 • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. respect superiors and take instructions effectively 2. highlight work-related matters to superiors responsibly 3. play the role as a team member 4. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 5. hold small team workshops to advise and train colleagues 	4	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Skill Course • Teamwork Course • Conflict Management Training • Train-the-Trainer
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. describe the safety requirements of the work cell loading machines and lifting equipment used in the organisation and 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	demonstrate compliance with safe working practice		
Using Technology	The ability to: <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. provide inputs for any changes or improvement related work 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Workplace Ethics Management	The ability to: <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of a Welding Technician 	4	<ul style="list-style-type: none"> • Technician Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none">2. do self-regulation and reporting to superiors as a Welding Technician3. ensure self-reporting, take ownership of work and ensure work integrity		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. maintain welding equipment, tooling, jigs, instruments in a good working condition 2. ensure housekeeping are up-kept at working area at all time 3. identify and verify tools and equipment to carry out task 4. ensure high productivity and performance, efficient utilisation of manpower and avoid or minimise wastage 5. carry out test or fabrication as per approved documents 6. describe and carry out the relevant asset care and OOE equipment checks prior to use 	4	<ul style="list-style-type: none"> • CAA Malaysia Part M and Part 145 - detailed understanding • Basic Aircraft Maintenance Course • Acquired work experience through engagement in aviation MRO industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. demonstrate use of factory data management and manufacturing systems 2. demonstrate procedures of accessing relevant and correct revision documentation applicable to the manufacturing process in hand according to the organisations systems 	4	<ul style="list-style-type: none"> • Training in aerospace manufacturing systems such as PLM, MES, manufacturing cards, technical/work instructions. Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Operations Production</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use correct welding equipment and tooling with the proper techniques to ensure work output meets the standards required 2. describe the functions and demonstrate safe use of fixtures and work holding equipment within their work cell 3. describe their own roles and responsibilities within the work cell and how these contribute to the overall quality requirements 4. demonstrate best technique for production welding operations to help other welders increase right first time 	<p>4</p>	<ul style="list-style-type: none"> • Welding Equipment Training • Welding Techniques Training • Welding Work Documentations Training
<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply 5S Techniques 2. apply Continuous Welding Improvement Techniques 3. assist to conduct investigation to determine causes of regular and repeated welding defects and ensure necessary actions are taken for improvement 4. give feedback on any quality and productivity improvements that can support the work 	<p>3</p>	<ul style="list-style-type: none"> • 5S Training • Welding Techniques Training • Basic Defects Trouble Shooting Techniques • Technical Report Writing • Continuous Improvement Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret and demonstrate compliance with organisational QMS and SOPs 2. assist Welding Shop Foreman, QA, CAAM and other regulatory bodies audit preparation 3. support CAAM/QA Audit in finding response and correction 4. describe and demonstrate the necessary actions taken when non-conformance is detected 5. explain the importance of calibration of tools and equipment within his/her work cell(s) 6. explain the importance of traceability and demonstrate compliance to organisational systems 7. participate in root cause RCCA events advising on issues and corrective actions faced by production staff 8. check documentation to ensure it is as specified and highlight any issues, and advise on correct actions 	<p>4</p>	<ul style="list-style-type: none"> • Internal Company Procedures Training • CAAM Audit Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate welding technique effectively in compliance with the approved welding processes and 	<p>4</p>	<ul style="list-style-type: none"> • Effective Welding Process Training following NOSS TP-074-3: 2012

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>documents</p> <p>2. understand and apply welding process technology following the NOSS "Aviation Welding" TP-074-3:2012</p>		
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <p>1. acknowledge the implication of quality of the welding work on aircraft airworthiness fundamentals</p> <p>2. understand and apply welding process technology following the NOSS "Aviation Welding" TP-074-3:2012</p>	<p>4</p>	<ul style="list-style-type: none"> • In-house Welding Course (In-House Welding Certification & Renewal)- Impact of Poor Welding Quality on an aircraft airworthiness and safety • Effective Welding Process Training following NOSS TP-074-3: 2012

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant Process Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant Process Engineer performs task specifically in productivity improvements, lean manufacturing practices, process controls, risk assessments on the product before rolling out for mass production as per directive from Process Engineer and Senior Process Engineer. They usually run the engineering stage/projects, new product introductions, first article conceptual, roll-out approval stages & optimisation of the manufacturing processes in production areas based on the project given and manages multiple project with different technicians.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> perform direct engineering and work processes and be the domain expert in given area/processes by understanding machine/process behaviours ensure that all engineering processes flow comply OEM and aviation authority procedures troubleshoot and solve production process problems provide data for work instructions for the given processes for document control ensure processes are under as per directions from the Process Engineer work closely with the Equipment Engineers/Technicians and facilitate process improvements for NPI level and continuous improvements collect data for process capability studies for their machines/processes involved as such to improve productivity 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> be well-versed in ISO & AS regulations and procedures 	3	<ul style="list-style-type: none"> ISO9001 AS9100
Communications	The ability to: <ol style="list-style-type: none"> use effective workplace communication through the implementation of communication strategies and mechanisms communicate with all level of people within and outside department possess good persuasion skill and 	3	<ul style="list-style-type: none"> Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	interact with subordinates		
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. multitask and do priority planning of multiple projects 2. possess good escalation habits to superior 	3	<ul style="list-style-type: none"> • Communication Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 2. proper usage of technology methods during WFH 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>workplace environment</p> <p>3. carry out assessment and assignment of tasks to the appropriate team members</p>		<ul style="list-style-type: none"> • PCA Training
Change Management	<p>The ability to:</p> <p>1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur</p> <p>2. develop new solutions to address the management's change of direction that affect organisational structure, function or business</p>	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <p>1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation</p>	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <p>1. understand and commit to professional ethics and responsibilities of a Process Engineer</p> <p>2. do self-regulation and reporting to superiors as a Process Engineer</p>	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. review and understand the concept of Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	4	<ul style="list-style-type: none"> • Machine/Supplier Training Course
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. review and understand the entire manufacturing process flows especially before and after in the product level 	4	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) ERP/MES • BOM (Bill of Materials)
Operations Production	The ability to: <ol style="list-style-type: none"> 1. review and understand the effect of mass production and operations and the key effects 2. maintain processes within tolerance level/limits 3. implement Out of Control Action Plan (OCAP) and mitigation plans 4. be well-versed with machines & process parameter functionalities 5. be well-versed in reading WI and OCAPs 6. assist senior to gather data for SPC 	5	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP/MES Machine Supplier Training Course • SPC (Basic)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. gather data and do compilation for process capability studies 2. review and Understand Basic Lean manufacturing concept 3. be domain expert on the respective areas for process improvements and have in-depth knowledge in managing machine parameters/troubleshooting 4. be well-versed with data for Work Instruction (WI) and do reporting to Process Engineers 	<p>5</p>	<ul style="list-style-type: none"> • Lean Six Sigma (Basic)
<p>Project Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Possess project management skills for NPI projects/improvement projects 2. multitask and manage project priorities 	<p>5</p>	<ul style="list-style-type: none"> • Project Management Training
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support for QRB purposes and material disposals 3. gather data on 8D or 9S Method reports for internal and customers 	<p>6</p>	<ul style="list-style-type: none"> • ISO9001 • AS9100 • 8D Report/Quality Report Training • <i>EN 9136 Root cause analysis and problem solving (9S Methodology)</i>

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	4. good understanding of ISO9001 & AS9001		
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the entire manufacturing process flows which are essential on both product and process level 	5	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP/MES
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have product knowledge which is essential and the effects within the respective process areas as well as others 2. have machine/tool knowledge which is essential and process parameters and factors that leads to stable process flow 	5	<ul style="list-style-type: none"> • Product Training Machine/Tool Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant Jigs/Fixture & Tooling Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant Jigs/Fixture & Tooling Engineer focuses on Aerospace structure tooling maintenance, rework, refurbishment, new tooling design, analysis and continuous improvement.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform tooling maintenance, rework, refurbishment, new tooling design, analysis and continuous improvement • plan and execute required tooling design and manufacturing of tool required, as requested by the programme • provide continuous support to external customer for process, quality and tooling improvements, root cause identifying and solutions. Process may require usage of Laser Tracker to support analysis and diagnosis for repair work • develop and design features with use of CATIA for all hard tooling • perform cycle check to all ICY-related tooling within facility • improve services delivery and cost for every solution • ensure process compliance to customers, NADCAP, AS9100, A1094 and A1095, D33200-1 • be accountable for compliance to product configuration management regulation • provide inputs and/or to Design / Commercial / Procurement / Customer • create and deliver technical trainings for Production personnel on tool usage instructions • meet programme productivity and quality KPI through continuous process improvement • estimate tooling process planning, tooling cost and execution for new process introduction 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret Basic Regulation Requirements (e.g. including but not limited to NADCAP, AS9100, A1094 and A1095, D33200-1) 	3	<ul style="list-style-type: none"> • NADCAP • AS9100 • A1094 • A1095 • D33200-1 • ISO9001 • ISO140001 • OHSAS18001 • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. use effective workplace communication through the implementation of communication strategies and mechanisms	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: 1. maintain the records of workshop assigned assets, equipment and facilities	3	<ul style="list-style-type: none"> • Presentation Course
Health, Safety and Environment	The ability to: 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: 1. utilise Information Technology tools and technique throughout the work teams	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	The ability to: 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the workplace environment 3. function effectively as team leader and a member of a team	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 4. function as an effective supervisor at operational level 5. carry out assessment and assignment of tasks to the appropriate team members 		
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. assist superior on developing new solutions to address the management's change of direction effecting organisational structure, function or business 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or financial impact of a decision making action that effects the organisation's bottom line/revenue 	3	<ul style="list-style-type: none"> • Leadership and Strategic Thinking Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Workplace Ethics Management	The ability to: 1. understand and commit to professional ethic and responsibilities and norm of Engineer practice 2. do self-reporting, take ownership of work and ensure work integrity	3	<ul style="list-style-type: none">• Professional Code of Conduct and Ethics Training• HR Training (in-house or external)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	N/A	N/A	<ul style="list-style-type: none"> • Specific Maintenance Training (based on customer requirement)
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist superior on planning and executing Tooling Fabrications and/or technical queries through EARs, (Project base, Reporting, Design Dictate, Design, and Manufacturing Challenges) 2. help superior on assembly jig for programme transfer, rate tool fabrication, rework and refurbishment programme 3. be accountable for validate and maintain clear Tooling Best Practice, Tool Usage Instruction and technique documents for compliance and ease of tooling and manufacturing processes 4. be accountable for the availability and validity of purchased parts configuration and condition of supply per manufacturing and engineering requirements 5. assist to define requirements and conceptualise ideas with other 	4	<ul style="list-style-type: none"> • Specific Manufacturing process (Tooling) on the job training (OJT)

	<p>engineering organisation to design, test and implement effective tooling and equipment for manufacturing</p> <ol style="list-style-type: none"> 6. support superior on all customer technical discussion, request (internal or external), negotiation, and deliverables to the agreed timeline given 7. facilitate superior on cascading, aligning and meeting individual and team's measureable performance goals to and from higher organisation level goals 8. support Tooling Engineer to define tooling characteristics to be checked periodically as part of tools maintenance checks (health check/periodic inspections) 		
<p>Operations and Productions</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist the direct supplier on recurrent issues 2. tool manufacturing flow down from customer either for new programme or rate tooling 3. liaise with Procurement on tool sourcing and preparation of sourcing council technical report and recommendation 4. be accountable for the transmittal of tooling 	<p align="center">4</p>	<ul style="list-style-type: none"> • Specific Operation Production process (Tooling) on the job training (OJT)

	<p>data to suppliers at the correct configuration, scope and timing</p> <ol style="list-style-type: none"> 5. be responsible of preparing, maintaining, and updating related procedures for tool design and manufacturing 6. be responsible of creating, maintaining, and updating a system for drawing database 7. assist Tooling Engineer to classify tools category (major/minor/indirect tooling) 8. assist Tooling Engineer to validate Product Acceptance Software (PAS) testing and data translation testing 9. follow the method of tooling identification and configuration control management specifically on tooling scope 10. use of knowledge and experience through tooling solution and cross-function responsibility 11. use technical knowledge and discipline experience in making technical judgement in reviewing and validating detailed changes as well as complete cross-functional impacts brought by customer, engineering or standard changes 12. be accountable for delivery of accurate 		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>and agreeable response to supplier, customer and production request for engineering assistance of varying complexity per the applicable procedures, including pre- or post-response reviews and negotiations</p> <p>13. fully define requirements and conceptualise ideas with other engineering organisation to design, test and implement effective tooling and equipment for manufacturing</p> <p>14. coach and facilitate others in performing all duties listed in their job description</p>		
<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and apply relevant 5S Techniques 2. apply relevant Continuous Process Improvement Techniques 3. assist to conduct investigation to determine causes of regular and repeated defects and ensure necessary actions are taken for improvement 4. apply Kaizen and Six Sigma Methodologies 5. assist superior on the search for root cause and corrective actions on varying complexity problems in either 	<p align="center">6</p>	<ul style="list-style-type: none"> • 5S Training • Process Training • Basic Process Defects Trouble Shooting Techniques • Innovation and Productivity Training • Technical Report Writing • Kaizen Training • Lean Six Sigma

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>manufacturing or engineering areas</p> <p>6. understand and apply improvement on information from engineering drawings, CAD models and standards for manufacturing solutions, research or business development</p>		
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist superior on reporting project progress to all stake holders (Programme, Department, Operation, Tooling Programme Lead), or to whichever related 2. apply extensive knowledge and experience of manufacturing processes to estimate and validate process flow, build labour hours, materials, and tooling for new project bids 	4	<ul style="list-style-type: none"> • Fundamentals of Project Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in order to carry out daily work accordingly 2. assist superior on conducting suppliers assessment either existing (yearly audit) or new supplier assessment (ASL) evidence 	6	<ul style="list-style-type: none"> • Specific Quality on the job training (OJT)
Technical and Engineering	<p>The ability to:</p>	4	<ul style="list-style-type: none"> • GD&T • Specific

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Fundamentals</p>	<ol style="list-style-type: none"> 1. use technical knowledge and discipline experience in making technical judgement in reviewing and validating detailed changes as well as complete cross-functional impacts brought by customer, engineering or standard changes 2. be accountable to validate and maintain clear Tooling Best Practice, Tool Usage Instruction and technique documents for compliance and ease of tooling and manufacturing processes 		<p>Engineering Fundamental (Tooling) on the job training (OJT)</p>
<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist superior on tooling design, fabrication, or installation work outsourced to supplier 	<p>4</p>	<ul style="list-style-type: none"> • Specific Supply Chain Management (Tooling) on the job training (OJT)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant Design Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant Design Engineer’s primary responsibility is to develop a mechanical system to meet a set of requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • develop a design under supervision • access the Product Data Management (PDM) system for documentation • identify documentation for requirements, documentation for standards and documentation for specifications • produce 3D CAD Model for DMU (Digital Mock-Up), 2D drawing for certification • produce BOM for DFM (Design for manufacturing) • perform 3D modelling using CAD software • convert 3D CAD Model to 2D Drawing • convert 2D Drawing to 3D CAD Model 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 and ICAO requirements 3. interpret and Apply Company Procedures 4. interpret and apply national aviation authorities requirements 	3	<ul style="list-style-type: none"> • ICAO Annex 8 Awareness Training • EASA Part 21 or equivalent
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective workplace communication through the implementation of communication strategies and mechanisms 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p>	3	<ul style="list-style-type: none"> • Effective

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 1. demonstrate good social & communication skills with others 2. exhibit good presentation skills 		<p>Presentation Course</p> <ul style="list-style-type: none"> • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 2. operate a computer in a Windows environment 3. use a Product Data Management system 4. operate a CAD system 	4	<ul style="list-style-type: none"> • Basic CATIA course: Mechanical Design (or equivalent) Advance CATIA courses (Composite Design, Aerospace Sheet Metal, etc.) will depend on the specific needs of each organisation
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 		<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the meaning of risk and its impact to a design and a business 	3	<ul style="list-style-type: none"> • Risk based Thinking Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Workplace Ethics Management	The ability to: <ol style="list-style-type: none">1. take ownership & possess integrity on the job that has been assigned2. do self-regulating and reporting to superior as an Engineer3. work on meeting the individual & company Key Performance Indicator (KPI)	3	<ul style="list-style-type: none">• Engineers Professional Code of Conduct and Ethics Training• HR Training (in-house or external)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of maintenance practices that are typically applicable to the product that is being designed and how maintenance considerations can impact the design 	1	<ul style="list-style-type: none"> • Mechanical Engineering Diploma or equivalent
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of manufacturing practices that are typically applicable to the product that is being designed and how manufacturing considerations can impact the design 	1	<ul style="list-style-type: none"> • Mechanical Engineering Diploma or equivalent
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the significance of project milestones and why it is important to meet them 	1	<ul style="list-style-type: none"> • Introduction to project management principles
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the concept of quality and how it applies to the design process 	1	<ul style="list-style-type: none"> • ISO9001 or AS9100 Awareness Training • APQP Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of specialised process that are typically applicable to the 	1	<ul style="list-style-type: none"> • Mechanical Engineering Diploma or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	product that is being designed and how special processes can impact the design		
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply the design process, in particular the changing maturity levels of the design from conceptual to detail design and ultimately design for manufacture 2. apply engineering principles to develop a design, this includes obtaining inputs from specialist engineers on a particular aspect of the design (e.g. stress) and evaluating those inputs to determine if the design is meeting the desired performance 3. visualise and conceptualise component 3D models from engineering drawings 4. be familiar with documentation, standards and specifications 5. produce engineering drawings and 3D modelling adhering to the standards and best practises of Aerospace Industry 6. create a design as a 3D model 7. create drawings and BOM from the 3D model 8. supervise and guide Trainee Engineer 9. be pro-active in 	2	<ul style="list-style-type: none"> • Mechanical Engineering Diploma or equivalent. Basic CATIA course. (CATIA is a common aerospace CAD system although each organisation tends to have their own preference)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	getting up to date with the latest CAD Software, Technology and Design Standards		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant CAD/CAM Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant CAD/CAM Engineer's role is to assist CAD/CAM engineer in realising manufacturing design concept in 3D and facilitates the flow down of process and digital data to shop floor.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist CAM Engineer in customer supplied engineering drawings interpretation and CAD model interrogation • provide supporting role in development and analysis of manufacturing process • facilitate the development and generation of digital data used for manufacturing which include but not limited to NC code, shop floor documentation, derived 3D model for shop floor use • create 3D model and perform drafting works under CAM Engineer supervision for CNC machining tool and fixture design and production support equipment • facilitate the configuration management and flow of incoming, outgoing and internal 3D model/data • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisational level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies and applicable customer, industry and international standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements and Company Procedures 	3	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training • NADCAP Requirement and Audit Checklist Awareness
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective workplace communication through the implementation of communication strategies and mechanisms 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p>	3	<ul style="list-style-type: none"> • Presentation

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 1. use Emotional intelligence at the workplace when dealing with subordinates 2. highlight work-related matters to superiors responsibly 3. play the role as a team member 4. respect superiors and take instructions effectively 		<p>Course</p> <ul style="list-style-type: none"> • Interpersonal Skill Course • Teamwork Course • Conflict Management Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise Information Technology tools and technique throughout the organisation 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the workplace environment 3. function effectively as a member of a team 4. function as an 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	effective supervisor at operational level		
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of an Engineer 2. do self-regulating and reporting to superior as an Engineer 	3	<ul style="list-style-type: none"> • Technician Profession Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist senior to interpret and extract information from customer supplied engineering drawings and CAD models 2. assist senior to Develop and analyse manufacturing process by utilising relevant knowledge in CNC machining (mill and turn), composites ply stack up 3. assist senior to develop and generate digital data used for manufacturing which include but not limited to NC code, shop floor documentation, derived 3D model for shop floor use 4. provide design function for CNC machining tool and fixture design and production support equipment 5. assist senior in initiating department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CAD/CAM and relevant technical skills 	3	<ul style="list-style-type: none"> • Fundamental Manufacturing Process for Advanced Composites processes (structural component) • Fundamental in soft metal and/or hard metal machining processes (mill and turn, propulsion and structural component) • Fundamental in precision machining • Lean Manufacturing Training • Fundamentals in tools, jigs and fixtures principles
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to 	3	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>prevent errors in manufacturing processes</p> <ol style="list-style-type: none"> 3. determine standard time for manufacturing processes 4. apply Kaizen elements in the project 5. implement 5S at workplace 		<p>(Mistake Proofing) Awareness Training</p> <ul style="list-style-type: none"> • Kaizen Training
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	3	<ul style="list-style-type: none"> • Process Specifications Training • Effective time management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support any corrective actions initiatives in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	3	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Production Process (i.e. Sheet Metal, Assembly, Machining, Composite 	3	<ul style="list-style-type: none"> • ASME and ISO engineering drawing practices • ASME Y14.5 Geometric Dimensioning & Tolerancing & ISO86 Geometrical Product Specification • CNC language: ISO 6983 • Machine shop

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Manufacturing)</p> <ul style="list-style-type: none"> • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for machining & aircraft assembly • CNC Mill and turn process • Shop floor practise • Lean Manufacturing • Identify and analyse the best tool path strategy for machining process 		<p>practice</p> <ul style="list-style-type: none"> • Advanced training in CAD/CAM (Solidworks, Siemens NX, Inventor, CATIA) • Fundamental in numerical control verification simulation (Vericut, NC Simul, Siemens NX ISV)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant CNC Programmer			Level: 5
<p>Job Description:</p> <p>The Assistant CNC Programmer executes CNC programmes and monitors computer numerical control (CNC) processes, ensuring the processes comply with relevant technical instructions and requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • conduct test-run on machine • facilitate the optimisation and make adjustment to the production and first article NC code • provide support in ensuring machine axis accuracy is within tolerance by collecting and analysing test data in accordance with relevant technical manuals • initiate cross department collaboration in process development and improvement activities • provide administration function on the configuration and flow of incoming, outgoing and internal numerical machine data • assist CNC Engineer in identifying root cause and corrective actions using problem solving tools in accordance with company procedures and guidelines • support own gap analysis, development plan and training towards improving overall organisation competency • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies and applicable customer, industry and international standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and Apply Company Procedures 	3	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective workplace communication through the implementation of communication strategies and mechanisms 	3	<ul style="list-style-type: none"> • Effective Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication with others through discussion, presentation and social skills 2. exhibit good presentation skills 	3	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Skill Course • Teamwork Course • Conflict Management Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 2. adapt to change initiatives in the workplace environment 3. function effectively as a member of a team 4. function as an effective supervisor at operational level 		Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of an Engineer 2. do self-regulating and reporting to superior as an Engineer 	3	<ul style="list-style-type: none"> • Technician Profession Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. generate NC code and visualise tool path using simulation software 2. support in developing and implementing machine macro to the NC code 3. support in developing in process inspection probe programming 4. conduct test-run on machine 5. assist senior to optimise and make adjustment to the production and first article NC code 6. ensure machine axis accuracy is within tolerance by collecting and analysing test data performed by machinist 7. assist senior in inter-department collaboration in process development and improvement activities 8. provide administration functions on the configuration and flow of incoming, outgoing and internal numerical machine data 	3	<ul style="list-style-type: none"> • Fundamental Manufacturing Process for Advanced Composites (structural component) • Fundamental in soft metal and/or hard metal machining processes (mill and turn, propulsion and structural component) • Fundamental in precision machining • Lean Manufacturing Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing 	3	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>processes</p> <ol style="list-style-type: none"> 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 		<p>Training</p> <ul style="list-style-type: none"> • Kaizen Training • Lean Six Sigma • Statistical Process Control
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	3	<ul style="list-style-type: none"> • Process Specifications Training • Effective Time Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	3	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Production Process (i.e. Sheet Metal, Assembly, Machining, Composite 	3	<ul style="list-style-type: none"> • ASME and ISO engineering drawing practices • ASME Y14.5 Geometric Dimensioning & Tolerancing & ISO86 Geometrical Product Specification • Machine specific controller language:

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Manufacturing)</p> <ul style="list-style-type: none"> • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for machining & aircraft assembly • CNC Mill and turn process • Shop floor practise • Lean Manufacturing 		<p>SIEMENS SINUMERIK, HEIDENHEIN ITNC, FANUC, ISO 6983 NC language</p> <ul style="list-style-type: none"> • Gauge R&R • Machine shop practice • Fundamental training in CAD/CAM (Solidworks, Siemens NX, Inventor, CATIA) • Advanced training in numerical control verification simulation (Vericut, NC Simul, Siemens NX ISV)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Assistant Materials & Process Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant Materials & Process Engineer effectively defines the manufacturing productivity standard and information for the manufacturing processes.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment • interpret and flow down any engineering-related information to production from customer specifications and engineering drawings • implement LEAN methodology to current production such as process & cost improvement initiative • review and implement customer specification updates on assembly process, inspection and material changes • responsible for any process qualification activities • actively participate, recommend, and initiate improvement in Environmental, Health & Safety practices procedures • assist in Creating and maintaining material and chemicals bill of materials in line with the customer-specified requirements • support NADCAP and AS9100 audits • participate in the investigation of materials and process technical problems and establishment of procedures and corrective actions to avoid recurrence • operate within the functional and operational budgets • assist in preparing and maintaining PFMEA documents • assist in developing and implementing new processes via New Product Introduction (NPI) programmes in line with customer specifications and requirements • interpret and flow down material Technical Data Sheets and MSDS-related requirements to the processes 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret an Apply Company Procedures 	4	<ol style="list-style-type: none"> 1. AS9100 Awareness 2. EASA Part 21G Awareness 3. NADCAP Requirement and Audit Checklist Awareness 4. Company Procedures 5. Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. use effective workplace communication through the implementation of communication strategies and mechanisms	3	<ul style="list-style-type: none"> • Communication Course • Technical Writing
Interpersonal Skill	The ability to: 1. demonstrate good social & communication skills with others 2. demonstrate good presentation skills	4	<ul style="list-style-type: none"> • Presentation course • Leadership Course
Etiquette Management	The ability to: 1. apply general and proper etiquette at workplace	4	<ul style="list-style-type: none"> • Workplace Etiquette and Behavioural Training
Health, Safety and Environment	The ability to: 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: 1. apply technology and automation mind set to processes in line with Industry 4.0	4	<ul style="list-style-type: none"> • Automation and Industry 4.0 Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage tasks effectively within a team 2. adapt to change initiatives in the workplace environment 3. function effectively as a member of a team 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Management Skills Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand change management definition 2. propose and drive all changes, new requirements and cost impact to the business such as new equipment/machines, special/fixed process approval, material and tool life changes, etc. 	4	<ul style="list-style-type: none"> • Change Control Awareness Training
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. have an analytical and creative mind set 	4	<ul style="list-style-type: none"> • Leadership or Analytical Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform intermediate manufacturing activities such as: <ul style="list-style-type: none"> • Locating for Assembly • Trimming and Drilling • Sealing and Bonding • Fastening, Riveting, Torque Tightening • Electrical Bonding and Testing • Painting • Composite and/or metallic Bonding • Deburring • Cleaning • Shrink fitting (Using Liquid Nitrogen) • Part marking 	5	<ul style="list-style-type: none"> • Basic and Fundamental Training on applicable processes
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support senior on the following items: <ul style="list-style-type: none"> • Cycle time study • Value stream mapping • Automation concepts and methodology 	4	<ul style="list-style-type: none"> • Automation and Industry 4.0 Awareness • Basic VSM and Process Time Study Awareness
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform self-task management 2. perform basic project planning - Gantt Chart, Milestones, etc. 	4	<ul style="list-style-type: none"> • Project Management Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support quality activities on the following items: <ul style="list-style-type: none"> • RCCA analysis • Participation in Material Review Board (MRB) to support Non-conformance discussions • Support surveillance audit (AS9100, NADCAP, etc.) 	<p>5</p>	<ul style="list-style-type: none"> • RCCA and NC Awareness Training • AS9100 Audit Training • NADCAP Audit Training • Internal Procedures
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate understanding of these specialised processes such as: <ul style="list-style-type: none"> • Surface preparation – Blasting • Composite repair • Shot peening • Any other special processes in accordance with customer requirements 	<p>5</p>	<ul style="list-style-type: none"> • Special Process Qualification Training Awareness
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply basic knowledge in fundamentals (Theory & Operational) on the following items: <ul style="list-style-type: none"> • Statistical Process Control • Design of Experiment • PFMEA • LEAN tools and concept/methodology • Control Plan • Develop Technical 	<p>5</p>	<ul style="list-style-type: none"> • LEAN tools & Methodology Training • Engineering Dataset/Drawing Interpretation • Materials & Process Specifications Training • Technical Documentation and Writing Training • SPC Fundamentals Training • Materials

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>documents (Technical Instructions, Technical Reports, etc.)</p> <ul style="list-style-type: none">• Interpretation of information from engineering drawings and customer specifications• Development of new processes which includes testing's, trials and controlled runs• Material fundamentals - Composite, metallic, Chemicals		<p>Fundamentals Training</p> <ul style="list-style-type: none">• DOE Training• PFMEA, Control Plan Training
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Division : Manufacturing	
Stream : Engineering	
Job Title : Process Engineer	Level: 6
<p>Job Description:</p> <p>The Process Engineer’s role is to effectively provide manufacturing productibility knowledge and information especially on the technical guidance aspect included product/ process configuration & quality, production yield and process improvement in line with overall company KPI target.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist the section superior (Staff Engineer & Engineering Manager) in meeting the section defined objectives • identify and extract information from specifications and standards, engineering drawings, etc. for manufacturing solutions • support product qualification process (Tool Thermal Profile, Pre-Production Verification & First Part Qualification) • coordinate and provide documentation for Equipment & Processor Qualification process • prepare detailed process instruction documentation which is in line with the manufacturing requirement • provide training of new introduction or revised process document to shop floor technician/person in charge • develop new process set up of new product transfer and new process improvement • coordinate Change Management process for changes in the manufacturing process which significantly impact on manufacturing cost & time • support activities with tooling organisation to identify effective tooling and equipment for manufacturing purpose • identify the appropriate hand tools, equipment and machinery to support the effectiveness of manufacturing process • participate in the Corrective Action Board in validating non-conformances, identifying proper disposition and containment action • support to provide engineering correction and investigation for customer complaint • provide technical leadership in identifying root cause and corrective actions using problem solving tools in accordance with company procedures and guidelines • support own gap analysis, development plan, and training towards improving overall organisation competency • execute committed goals in Key Performance Indices (KPI) for safety, quality, value performance as well as the morale of the section • perform research and analysis of effective engineering and work processes and to be the domain expert in given area/processes • ensure that all engineering processes flow comply OEM and aviation authority procedures • ensure processes are documented in accordance with organisational and regulatory requirements • conduct troubleshoot and solve production process problems • create/write work instructions for the given processes with proper documentation management • make sure processes are under control before converting into mass production with proper room for error • perform process capability studies for the machines/processes involved to improve productivity 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<ul style="list-style-type: none"> possess good statistical knowledge in terms of data handling, analysis and reporting support in Capital Expenditures (CAPEX) analysis and justification 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> apply human factors and basic error management in aviation context interpret and apply Aerospace Standards AS9100 requirements interpret an Apply Company Procedures 	4	<ul style="list-style-type: none"> AS9100 Awareness Training National Aerospace and Defense Contractors Accreditation Programme (NADCAP) Requirement and Audit Checklist Awareness Company Procedures Human Factors Awareness Training Customer contract requirement International Organisation for Standardisation (ISO 9001) Training
Communications	The ability to: <ol style="list-style-type: none"> demonstrate effective communication in workplace within the company and with customer possess good persuasion skills to attract people's confident level based on data 	4	<ul style="list-style-type: none"> Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> demonstrate good presentation skills create good rapport 	4	<ul style="list-style-type: none"> Effective Presentation Course Effective Meeting Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>with all levels of people in the organisation</p> <p>3. manage communication with others through discussion, presentation and social skills</p>		
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety (EHS) regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Environment, Health & Safety (EHS) Awareness Training • Industrial Safety Awareness Training • Material Safety Data Sheet (MSDS) Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. adapt to change initiatives in the workplace environment 3. function effectively as team leader and a member of a team 4. function as an effective supervisor at operational level 5. carry out assessment and assignment of 	4	<ul style="list-style-type: none"> • Internal Human Resources (HR) Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>tasks to the appropriate team members</p> <p>6. perform staff Personal Competency Assessment (PCA)</p>		
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes ISO 10007 Control Management Training • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or financial impact of a decision-making action that affect the organisation's bottom line/revenue 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take ownership & have integrity on the job that has been assigned 	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none">2. do self-regulating and reporting to superior as an Engineer3. work on meeting the individual & company Key Performance Indicator (KPI)		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate the basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	4	<ul style="list-style-type: none"> • Autonomous Maintenance (AM) & Preventive Maintenance (PM) Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and extract information from specifications and standards, engineering drawings, etc. for manufacturing solutions 2. prepare detailed process instruction documentation which to be in line with the manufacturing requirement 3. provide training of new introduction or revised process document to shop floor technician/person in charge 4. develop new process set up of new product transfer and new process improvement 5. coordinate Change Management process for changes in the manufacturing process which significantly impact on manufacturing cost & time 6. support activities with tooling organisation to identify effective tooling and equipment for 	6	<ul style="list-style-type: none"> • Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) • Basic Training of Aircraft Assembly Processes • Lean Manufacturing Training • Materials & Process Specifications Training • Work Instruction system training • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP/MES • BOM (Bill of Materials)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>manufacturing purpose</p> <p>7. give technical advice on the tools, process and material for manufacturing</p>		
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the effect of mass production and operations and the key effects 2. maintain processes within tolerance level/limits 3. provide Out of Control Action Plan (OCAP) and mitigation plans 4. well verse with machines functionalities 5. well verse with FMEA and documentation 6. good knowledge in APQP & PPAP 7. depth knowledge in SPC 	6	<ul style="list-style-type: none"> • Lean Six Sigma • Process Capability Training • FMEA • SPC • APQP • PPAP • GR&R
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions using Root Cause Corrective Action (RCCA) tools 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 	6	<ul style="list-style-type: none"> • 5S Training • Root cause analysis Training • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • Lean Six Sigma • Process Capability Training • Failure Mode & Effect Analysis (FMEA) • Statistical Process Control (SPC) • Advanced Product Quality Planning (APQP) • Production Part Approval Process (PPAP) • Gage

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

			<p>Repeatability and Reproducibility (GR&R)</p> <ul style="list-style-type: none"> • Overall Equipment Effectiveness (OEE)
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage tasks to achieve deadlines 2. support project leaders in completing projects as planned 3. multitask and manage project priorities 	6	<ul style="list-style-type: none"> • Project management Training • Microsoft Project Training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. participate in the Corrective Action Board in validating non-conformances, identifying proper disposition and containment action 2. support in provide engineering correction and investigation for customer complaint 3. support on internal audit activity 4. understand and adhere to organisational quality systems, procedures and policies in development of work processes 5. support for QRB purposes and material disposals 6. preparation of 8D or 9S reports for internal and customers 7. good understanding of ISO9001 & AS9001 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • Root Cause Corrective Action (RCCA) Tools Training • AS9100 Audit Training • NADCAP Audit Training • Control of Non-Conformance, Material Review Board (MRB) Training • Auditor Training • APQP Training
Specialised Processes	<p>The ability to:</p>	6	<ul style="list-style-type: none"> • Qualification Specification Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 1. coordinate on the processor and equipment qualification per customer requirements 2. support on product qualification prior mass production run 		<ul style="list-style-type: none"> • Part Thermal Profile (TTP) Training • Pre-Production Verification (PPV) Training • First Part Qualification (FPQ) Training • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP/MES
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes: <ul style="list-style-type: none"> • Honeycomb Core processing • Fundamentals of Layup processing • Autoclave curing process • Machining process for Composites • Basics of Non-destructive Inspection for Composites (Ultrasonic) • Paint Processing • Fundamentals of Tool Design for Composites process • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for Aircraft Assembly • Trimming and 	6	<ul style="list-style-type: none"> • Engineering Dataset Interpretation • 2D Drawing Interpretation • 3D Drawing Software Application (CATIA/ENOVIA) Training • Geometric Dimensioning and Tolerancing (GD&T) Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Drilling</p> <ul style="list-style-type: none">• Fastening, Riveting, Torque Tightening• Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly• Lean Manufacturing		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Jigs/Fixture & Tooling Engineer			Level: 6
<p>Job Description:</p> <p>The Jigs/Fixture & Tooling Engineer focuses on aerospace structure tooling maintenance, rework, refurbishment, new tooling design, analysis and continuous improvement.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform tooling maintenance, rework, refurbishment, new tooling design, analysis and continuous improvement • plan and execution of required tooling design and manufacturing of tool required • provide continuous support to external customer for process, quality and tooling improvements, root cause identifying and solutions. Process may require usage of Laser Tracker to support analysis and diagnosis for repair work • develop and design features with use of CATIA for all hard tooling • perform cycle check to all ICY related tooling within facility • improve services delivery and cost for every solution • ensure process compliance to customers, NADCAP, AS9100, A1094 and A1095, D33200-1 • be accountable for compliance to product configuration management regulation • provide inputs and/or to Design / Commercial / Procurement / Customer • create and deliver technical trainings for Production personnel on tool usage instructions • meet programme's productivity and quality KPI through continuous process improvement • estimate tooling process planning, tooling cost and execution for new process introduction 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret Basic Regulation Requirements (e.g. including but not limited to NADCAP, AS9100, A1094 and A1095, D33200-1, TM10) 	3	<ul style="list-style-type: none"> • NADCAP • AS9100 • A1094 • A1095 • D33200-1 • ISO9001 • ISO140001 • OHSAS18001 • Human Factors Awareness Training TM10

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: <ol style="list-style-type: none"> 1. manage workplace communication through the implementation of communication strategies and mechanisms 	4	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. manage, assist and supervise subordinates in job assignments 2. Maintain the records of workshop assigned assets, equipment and facilities 3. manage communication with others through discussion, presentation and social skills 	4	<ul style="list-style-type: none"> • Presentation Course
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology Skills	The ability to: <ol style="list-style-type: none"> 1. manage and Utilise Information Technology tools and technique throughout the work teams 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the workplace environment 3. function effectively as team leader and a member of a team 4. function as an effective supervisor at operational level 5. carry out assessment and assignment of tasks to the appropriate team members 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the 	4	<ul style="list-style-type: none"> • Leadership and Strategic Thinking Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	commercial or financial impact of a decision making action that effects the organisation's bottom line/revenue		
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethic and responsibilities and norm of Engineer practice 2. do self-reporting, take ownership of work and ensure work integrity 3. create a professional, mutually respectful atmosphere and improves communication, which helps an office serve as a productive place 	4	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. define tooling characteristics to be checked periodically as part of tools maintenance checks (health check/periodic inspections) 	7	<ul style="list-style-type: none"> • Specific Maintenance Training (based on customer requirement)
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 2. plan and execute Tooling Fabrications and/or technical queries through EARs, (Project base, Reporting, Design Dictate, Design, and Manufacturing Challenges) 3. be responsible and accountable of assembly jig for programme transfer, rate tool fabrication, rework and refurbishment programme 4. be accountable for validate and maintain clear Tooling Best Practice, Tool Usage Instruction and technique documents for compliance and ease of tooling and manufacturing processes 5. be accountable for the availability and validity of purchased parts configuration and condition of supply per manufacturing and engineering requirements 6. fully define requirements and conceptualise ideas with other 	4	<ul style="list-style-type: none"> • Specific Manufacturing process (Tooling) on the job training (OJT)

	<p>engineering organisation to design, test and implement effective tooling and equipment for manufacturing</p> <ol style="list-style-type: none"> 7. be accountable on all customer technical discussion, request (internal or external), negotiation, and deliverables to the agreed timeline given 8. be accountable for cascading, aligning and meeting individual and team’s measureable performance goals to and from higher organisation level goals 9. classify tools category (major/minor/indirect toolings) 10. validate Product Acceptance Software (PAS) testing and data translation testing 11. be accountable for method of tooling identification and configuration control management specifically on tooling scope 		
<p>Operations & Productions</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist the direct supplier on recurrent issues 2. tool manufacturing flow down from customer either for new programme or rate tooling 3. liaise with Procurement on tool sourcing and preparation of 	<p align="center">4</p>	<ul style="list-style-type: none"> • Specific Operation Production process (Tooling) on the job training (OJT)

	<p>sourcing council technical report and recommendation</p> <ol style="list-style-type: none"> 4. be accountable for the transmittal of Tooling data to suppliers at the correct configuration, scope and timing 5. be responsible of preparing, maintaining, and updating related procedures for tool design and manufacturing 6. use of knowledge and experience through tooling solution and cross-function responsibility 7. use technical knowledge and discipline experience in making technical judgement in reviewing and validating detailed changes as well as complete cross-functional impacts brought by customer, engineering or standard changes 8. be accountable for delivery of accurate and agreeable response to supplier, customer and production request for engineering assistance of varying complexity per the applicable procedures, including pre- or post-response reviews and negotiations 9. fully define requirements and conceptualise ideas with other 		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>engineering organisation to design, test and implement effective tooling and equipment for manufacturing</p> <p>10. coach and facilitate others in performing all duties listed in their job description</p>		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. choose and approve 5S Techniques 2. choose and approve Continuous Process Improvement Techniques 3. assist to conduct investigation to determine causes of regular and repeated defects and ensure necessary actions are taken for improvement 4. apply Kaizen and Six Sigma Methodologies 5. drive, challenge and manage the search for root cause and corrective actions on varying complexity problems in either manufacturing or engineering areas 6. understand, interpret, validate or propose improvement on information from engineering drawings, CAD models and standards for manufacturing solutions, research or business development 	6	<ul style="list-style-type: none"> • 5S Training • Process Training • Basic Process Defects Trouble Shooting Techniques • Innovation and Productivity Training • Technical Report Writing • Kaizen Training • Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be responsible of 	4	<ul style="list-style-type: none"> • Fundamentals of Project Management

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>reporting project progress to all stakeholders (Programme, Department, Operation, Tooling Programme Lead), or to whichever related</p> <p>2. apply extensive knowledge and experience of manufacturing processes to estimate and validate process flow, build labour hours, materials, and tooling for new project bids</p>		
Quality	<p>The ability to:</p> <p>1. understand and adhere to organisational quality systems, procedures and policies in order to carry out daily work accordingly</p> <p>2. performing suppliers assessment either existing (yearly audit) or new supplier assessment (ASL) evidence</p>	6	Specific Quality on the job training (OJT)
Technical and Engineering Fundamentals	<p>The ability to:</p> <p>1. use technical knowledge and discipline experience in making technical judgement in reviewing and validating detailed changes as well as complete cross-functional impacts brought by customer, engineering or standard changes</p> <p>2. be accountable to</p>	4	<ul style="list-style-type: none"> • GD&T • Specific Engineering Fundamental (Tooling) on the job training (OJT)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>validate and maintain clear Tooling Best Practice, Tool Usage Instruction and technique documents for compliance and ease of tooling and manufacturing processes</p> <p>3. responsible of creating, maintaining, and updating a system for drawing database</p>		
Supply Chain Management	<p>The ability to:</p> <p>1. manage tooling design, fabrication, or installation work outsourced to supplier</p>	4	<ul style="list-style-type: none"> • Specific Supply Chain Management (Tooling) on the job training (OJT)

Division : Manufacturing			
Stream : Engineering			
Job Title : Design Engineer			Level: 6
<p>Job Description:</p> <p>The Design Engineer's primary responsibility is to develop a mechanical system to meet a set of requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • interpret requirements and develop a design to meet those requirements • demonstrate that the design meets requirements during a design review • access the Product Data Management (PDM) system for documentation Identify documentation for requirements, documentation for standards and documentation for specifications • determine Computer/Work Station requirements and CAD Software requirements • produce 3D CAD Model for DMU (Digital Mock-Up), 2D drawing for certification • produce BOM for DFM (Design for manufacturing) • perform 3D modelling using CAD software • convert 3D CAD Model to 2D Drawing • convert 2D Drawing to 3D CAD Model • check 3D model and drawings for errors 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. apply Aerospace Standards AS9100 and ICAO requirements 3. apply Company Procedures 4. apply national aviation authorities requirements 	1	<ul style="list-style-type: none"> • ICAO Annex 8 Awareness Training • EASA Part 21 or equivalent Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: <ol style="list-style-type: none"> 1. use effective workplace communication through the implementation of communication strategies and mechanisms 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. demonstrate good social & communication skills with others 2. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 2. operate a computer using Windows applications 3. use a Product Data Management system 4. operate a CAD system 5. identify the workstation requirements needed for a particular CAD system 6. Manage the PDM and DMU 	4	<ul style="list-style-type: none"> • Basic CATIA course: Mechanical Design (or equivalent) Advance CATIA courses (Composite Design, Aerospace Sheet Metal, etc.) will depend on the specific needs of each organisation • PDM Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 	4	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Possess critical thinking and strong decision-making skills 2. Possess evaluation skill for the risk analysis towards meeting company target in line with technical decision aspect 3. apply risk-based thinking in developing designs 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training • Risk based Thinking Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take ownership & have integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 	3	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of maintenance practices that are typically applicable to the product that is being designed and how maintenance considerations can impact the design 	1	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of manufacturing practices that are typically applicable to the product that is being designed and how manufacturing considerations can impact the design 	1	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the significance of project milestones and why it is important to meet them 	1	<ul style="list-style-type: none"> • Introduction to project management principles
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the concept of quality and how it applies to the design process 	1	<ul style="list-style-type: none"> • ISO9001 or AS9100 Awareness Training • APQP Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of specialised process 	1	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent

	that are typically applicable to the product that is being designed and how special processes can impact the design		
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply the design process, in particular the changing maturity levels of the design from conceptual to detail design, and ultimately design for manufacture 2. apply engineering principles to develop a design, this includes obtaining inputs from specialist engineers on a particular aspect of the design (e.g. stress) and evaluating those inputs to determine if the design is meeting the desired performance 3. prepare a design review presentation and demonstrate that the design meets the requirements through qualitative or quantitative analysis or test 4. visualise and conceptualise component 3D models from engineering drawings 5. familiarise with documentation, standards and specifications 6. produce engineering drawings and 3D modelling adhering to the standards and best practises of 	5	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Aerospace Industry</p> <ol style="list-style-type: none">7. create a design as a 3D model8. create drawings and BOM from the 3D model9. supervise and guide Trainee Engineer10. be pro-active in getting up to date with the latest CAD Software, Technology and Design Standards		
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Division : Manufacturing			
Stream : Engineering			
Job Title : CAD/CAM Engineer			Level: 6
<p>Job Description:</p> <p>The CAD/CAM Engineer's role is to effectively provide manufacturing design and analysis functions covering engineering and production floor processes.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • interpret and extract information from customer supplied engineering drawings and CAD models • develop and analyse manufacturing process by utilising relevant knowledge in CNC machining (mill and turn), composites ply stack up • develop and generate digital data used for manufacturing which include but not limited to NC code, shop floor documentation, derived 3D model for shop floor use • provide design function for CNC machining tool and fixture design and production support equipment • initiate cross department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CAD/CAM and relevant technical skills • manage configuration and flow of incoming, outgoing and internal 3D model/data • participate in Material Review Board (MRB) in validating non-conformance, identifying proper disposition and containment • identify root cause and corrective actions using problem solving tools in accordance with company procedures and guidelines • support own gap analysis, development plan and training towards improving overall organisation competency • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies and applicable customer, industry and international standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and Apply Company Procedures 	4	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: <ol style="list-style-type: none"> 1. manage effective workplace communication through the implementation of communication strategies and mechanisms 2. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. manage communication with others through discussion, presentation and social skills 	4	<ul style="list-style-type: none"> • Effective Presentation Course
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • Insider Threat Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>workplace environment</p> <ol style="list-style-type: none"> 3. function effectively as a member of a team 4. function as an effective supervisor at operational level 		
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or financial impact of a decision-making action that affect the organisation's bottom line/revenue 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics and responsibilities of an engineer 2. do self-regulating and 	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	reporting to superior as an Engineer		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret and extract information from customer supplied engineering drawings and CAD models 2. create and analyse manufacturing process by utilising relevant knowledge in CNC machining (mill and turn), composites ply stack up 3. create and generate digital data used for manufacturing which include but not limited to NC code, shop floor documentation, derived 3D model for shop floor use 4. provide design function for CNC machining tool and fixture design and production support equipment 5. manage inter-department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CAD/CAM and relevant technical skills 	6	<ul style="list-style-type: none"> • Fundamental Manufacturing Process for Advanced Composites processes (structural component) • Fundamental in soft metal and/or hard metal machining processes (mill and turn, propulsion and structural component) • Fundamental in precision machining • Lean Manufacturing Training • Fundamental in tools, jigs and fixtures principle
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 	6	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 3. determine standard time for manufacturing processes 4. apply Kaizen elements in the project 5. implement 5S at workplace 		<ul style="list-style-type: none"> • Kaizen Training • Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	6	<ul style="list-style-type: none"> • Process Specifications Training • Effective Time Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. oversee the corrective actions process (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Production Process (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) 	6	<ul style="list-style-type: none"> • ASME and ISO engineering drawing practices • ASME Y14.5 Geometric Dimensioning & Tolerancing & ISO86 Geometrical Product Specification, tolerance stack up analysis • CNC language: ISO 6983 • Fundamental

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ul style="list-style-type: none"> • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for machining & aircraft assembly • CNC Mill and turn process • Shop floor practise • Lean Manufacturing • Identify and analyse the best tool path strategy for machining process 		<p>training in programming language such as Python and C programming language for CAD/CAM software automation</p> <ul style="list-style-type: none"> • Machine shop practice • Advanced training in CAD/CAM (Solidworks, Siemens NX, Inventor, CATIA) • Fundamental in numerical control verification simulation (Vericut, NC Simul, Siemens NX ISV) • Technical Report Writing
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Division : Manufacturing			
Stream : Engineering			
Job Title : CNC Programmer			Level: 6
<p>Job Description:</p> <p>The CNC Programmer develops tests and performs continuous improvement to computer numerical controlled (CNC) machine codes and processes.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> interpret and extract information from customer supplied engineering drawings and CAD models generate NC code and verify tool path using simulation software develop and implement machine macro to the NC code develop in process inspection probe programming plan and conduct test run at machine optimise and make adjustment to the production and first article NC code ensure machine axis accuracy is within tolerance by developing the test procedure and validate the test report performed by machinist initiate cross department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CNC and relevant technical skills manage configuration and flow of incoming, outgoing and internal numerical machine data participate in Material Review Board (MRB) in validating non-conformance, identifying proper disposition and containment identify root cause and corrective actions using problem solving tools in accordance with company procedures and guidelines support own gap analysis, development plan and training towards improving overall organisation competency be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals comply with Code of Ethics and Business Conducts, 5S, health and safety policies and applicable customer, industry and international standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> review and apply human factors and basic error management in aviation context interpret and apply Aerospace Standards AS9100 requirements interpret an Apply Company Procedures 	4	<ul style="list-style-type: none"> AS9100 Awareness Company Procedures Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage effective workplace communication through the implementation of communication strategies and mechanisms 	4	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication with others through discussion, presentation and social skills 2. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Effective Presentation Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • Insider Threat Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the workplace environment 3. function effectively as a member of a team 4. function as an effective supervisor at operational level 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or financial impact of a decision-making action that affect the organisation's bottom line/revenue 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

Workplace Ethics Management	The ability to: <ol style="list-style-type: none">1. understand and commit to professional ethics and responsibilities of an Engineer2. do self-regulating and reporting to superior as an Engineer	4	<ul style="list-style-type: none">• Engineers Professional Code of Conduct and Ethics Training• HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret and extract information from customer supplied engineering drawings and CAD models 2. generate NC code and verify tool path using simulation software 3. create and implement machine macro to the NC code 4. create in process inspection probe programming 5. plan and conduct test run at machine 6. make adjustment to the production and first article NC code 7. ensure machine axis accuracy is within tolerance by developing the test procedure and validate the test report performed by machinist 8. manage inter-department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CNC and relevant technical skills 9. manage configuration and flow of incoming, outgoing and internal numerical machine data 	6	<ul style="list-style-type: none"> • Fundamental Manufacturing Process for Advanced Composites (structural component) • Fundamental in soft metal and/or hard metal machining processes (mill and turn, propulsion and structural component) • Fundamental in precision machining • Lean Manufacturing Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 	6	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • Lean Six Sigma • Statistical Process Control
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. assist project leaders in completing projects as planned 	6	<ul style="list-style-type: none"> • Process Specifications Training • Effective time management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ul style="list-style-type: none"> • review and apply knowledge in fundamentals (Theory & Operational) on 	6	<ul style="list-style-type: none"> • ASME and ISO engineering drawing practices • ASME Y14.5 Geometric Dimensioning &

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>production process and key areas as follows:</p> <ol style="list-style-type: none"> a. Production Process (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) b. Fundamentals of Tools, Jigs and Fixtures c. Tooling and Locating process for machining & aircraft assembly d. CNC Mill and turn process e. Shop floor practise f. Lean Manufacturing 		<p>Tolerancing & ISO86 Geometrical Product Specification (Level 2)</p> <ul style="list-style-type: none"> • Machine specific controller language: SIEMENS SINUMERIK, HEIDENHEIN ITNC, FANUC, ISO 6983 NC language • Gauge R&R • Machine shop practice • Fundamental training in CAD/CAM (Solidworks, Siemens NX, Inventor, CATIA) • Advanced training in numerical control verification simulation (Vericut, NC Simul, Siemens NX ISV) • Technical Report Writing
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Division : Manufacturing			
Stream : Engineering			
Job Title : Materials & Process Engineer			Level: 6
<p>Job Description:</p> <p>The Materials & Process Engineer effectively defines the manufacturing productibility standard and information for the manufacturing processes.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment • interpret and flow down any engineering-related information to production from customer specifications and engineering drawings • implement LEAN methodology to current production such as process & cost improvement initiative • review and implement customer specification updates on assembly process, inspection and material changes • responsible for any process qualification activities • actively participate, recommend, and initiate improvement in Environmental, Health & Safety practices procedures • create and maintain material and chemicals bill of materials in line with the customer-specified requirements • support NADCAP and AS9100 audits • participate in the investigation of materials and process technical problems and establishment of procedures and corrective actions to avoid recurrence • operate within the functional and operational budgets • prepare and maintain PFMEA documents • develop and implement new processes via New Product Introduction (NPI) programmes in line with customer specifications and requirements • interpret and flow down material Technical Data Sheets and MSDS-related requirements to the processes 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret an Apply Company Procedures 	4	<ul style="list-style-type: none"> • AS9100 Awareness • EASA Part 21G Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. demonstrate effective workplace communication through the implementation of communication strategies and mechanisms	4	<ul style="list-style-type: none"> • Communication Course • Technical Writing
Interpersonal Skill	The ability to: 1. demonstrate good social & communication skills with others 2. demonstrate good presentation skills	4	<ul style="list-style-type: none"> • Presentation Course • Leadership Course
Etiquette Management	The ability to: 1. apply general and proper etiquette at workplace	4	<ul style="list-style-type: none"> • Workplace Etiquette and Behavioural Training
Health, Safety and Environment	The ability to: 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: 1. apply technology and automation mind set to processes in line with Industry 4.0	4	<ul style="list-style-type: none"> • Automation and Industry 4.0 Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage tasks effectively within a team 2. adapt to change initiatives in the workplace environment 3. function effectively as a member of a team 4. function as an effective supervisor at operational level 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Management Skills Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand change management definition 2. manage and/or oversee all changes, new requirements and cost impact to the business such as new equipment/machines, special/fixes process approval, material and tool life changes, etc. 	4	<ul style="list-style-type: none"> • Change Control Awareness Training
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. have an analytical and creative mind set 	4	<ul style="list-style-type: none"> • Leadership or Analytical Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate advanced manufacturing activities such as: <ul style="list-style-type: none"> • Locating for Assembly • Trimming and Drilling • Sealing and Bonding • Fastening, Riveting, Torque Tightening • Electrical Bonding and Testing • Painting • Composite and/or metallic Bonding • Deburring • Cleaning • Shrink fitting (Using Liquid Nitrogen) • Part marking 	5	<ul style="list-style-type: none"> • Basic and fundamental Training on applicable processes
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage the engineering team for the following activities: <ul style="list-style-type: none"> • cycle time study • value stream mapping • automation concepts and methodology 	4	<ul style="list-style-type: none"> • Automation and Industry 4.0 Awareness • Basic VSM and Process Time Study Awareness
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Task management 2. manage Basic project planning - Gantt chart, Milestones, etc. 	4	<ul style="list-style-type: none"> • Project Management Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage quality activities on the following items: <ul style="list-style-type: none"> • RCCA analysis • Participation in Material Review Board (MRB) to support Non-conformance discussions • Support surveillance audit (AS9100, NADCAP, etc.) 	<p>5</p>	<ul style="list-style-type: none"> • RCCA and NC Awareness Training • AS9100 Audit Training • NADCAP Audit Training • Internal Procedures
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate knowledge and the ability to perform the following processes (where applicable) <ul style="list-style-type: none"> • Surface preparation – Blasting • Composite repair • Shot peening • Any other special processes in accordance with customer requirements 	<p>5</p>	<ul style="list-style-type: none"> • Special Process Qualification Training Awareness
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Be well-versed in fundamentals (Theory & Operational) on the following items: <ul style="list-style-type: none"> • Statistical Process Control • Design of Experiment • PFMEA • LEAN tools and concept/methodology • Control Plan • Develop Technical documents 	<p>5</p>	<ul style="list-style-type: none"> • LEAN tools & Methodology Training • Engineering Dataset/Drawing Interpretation • Materials & Process Specifications Training • Technical Documentation and Writing Training • SPC Fundamentals Training • Materials

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>(Technical Instructions, Technical Reports, etc.)</p> <ul style="list-style-type: none">• Interpretation of information from engineering drawings and customer specifications• Development of new processes which includes testing's, trials and controlled runs• Material fundamentals - Composite, metallic, Chemicals		<p>Fundamentals Training</p> <ul style="list-style-type: none">• DOE Training• PFMEA, Control Plan Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Manufacturing Engineer			Level: 6
<p>Job Description:</p> <p>The Manufacturing Engineer's role is to effectively provide manufacturing predictability knowledge and information especially on the technical guidance aspect included product / process configuration & quality, production yield and process improvement in line with overall company KPI target.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist the section superior (Staff Engineer & Engineering Manager) in meeting the section defined objectives • identify and extract information from engineering drawings, CAD models and standards for manufacturing solutions • identify change details and direct impacts brought by customer, engineering or standard changes based on change procedure • create and maintain product bill of materials and configuration to the valid customer-specified configuration • create and maintain clear manufacturing process sequence and technique documents for compliance, ease and efficiency of manufacturing • support qualification activity- part (TP, FPQ, PPV, FAI) process and equipment (EQP) • create and maintain purchased parts configuration and condition of supply per manufacturing and engineering requirements • compile and transmit engineering data to suppliers at the correct configuration, scope and timing • operate within the functional and operational budgets • participate in the Corrective Action Board (CAB) in validating non-conformances, identifying proper disposition and containment • identify root cause and corrective actions using problem solving tools in accordance with company procedures and guidelines • respond to supplier and production request for engineering assistance with accurate answers per the applicable procedures • support activities with tooling organisation to identify effective tooling and equipment for manufacturing • support own gap analysis, development plan, and training towards improving overall organisation competency • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies, and all applicable customer standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret an Apply Company Procedures 	3	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective communication in workplace within the company and with customer 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate good presentation skills 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 3. good communication skill with others through discussion, presentation and social skill 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 	4	<ul style="list-style-type: none"> • Change Management Training Control • ISO 10007 Configuration Management Training • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. think critically and have strong decision-making skills 2. evaluate the risk analysis towards meeting company target in line with technical decision aspect 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take ownership & have integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 	3	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist to Identify and extract information from engineering drawings, CAD models and standards for manufacturing solutions 2. assist to identify change details and direct impacts brought by customer, engineering or standard changes based on change procedure 3. assist to create and maintain product bill of materials and configuration to the valid customer-specified configuration 4. assist to create and maintain clear manufacturing process sequence and technique documents for compliance, ease and efficiency of manufacturing 5. assist to create and maintain purchased parts configuration and condition of supply as per manufacturing and engineering requirements 6. compile and transmit engineering data to suppliers at the correct configuration, scope and timing 7. participate in the material review board (MRB) in validating non-conformances, identifying proper 	4	<ul style="list-style-type: none"> • Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) • Basic Training of Aircraft Assembly Processes • Lean Manufacturing Training • Metal Machining Training • Sheet Metal Fabrication Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>disposition and containment</p> <p>8. respond to supplier and production request for engineering assistance with accurate answers per the applicable procedures</p> <p>9. support activities with tooling organisation to identify effective tooling and equipment for manufacturing</p> <p>10. support qualification activity- part (TP, FPQ, PPV, FAI) process and equipment (EQP)</p>		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 	3	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	3	<ul style="list-style-type: none"> • Project Management Training (basics)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	<p>4</p>	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support special process qualifications per customer requirements 2. support on product qualification prior mass production run 	<p>3</p>	<ul style="list-style-type: none"> • Process Specifications Training
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes: <ul style="list-style-type: none"> • Composite manufacturing • Metal machining • Sheet metal fabrication • Heat Treatments • Basics of Non-destructive Inspection (Ultrasonic) • Fundamentals of Tool Design for Composites 	<p>4</p>	<ul style="list-style-type: none"> • Engineering Drawings • Engineering Dataset Interpretation • Basics of CATIA/Enovia • ASME Y14.5 GD&T Training • Materials & Process Specifications Training (based on customer) • ERP (e.g. SAP) System Training • Work Instruction System Training • Control of Non-Conformance (MRB) Training • PLM system

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>process</p> <ul style="list-style-type: none">• Fundamentals of Tools, Jigs and Fixtures• Trimming and Drilling• Fastening, Riveting, Torque Tightening• Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly• Lean Manufacturing• Painting		<p>Training</p> <ul style="list-style-type: none">• Assembly and Tooling Conceptualisation Training
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Division : Manufacturing	
Stream : Engineering	
Job Title : Senior Process Engineer	Level: 7
<p>Job Description:</p> <p>The Senior Process Engineer’s role is to effectively provide manufacturing productibility knowledge and information especially on the technical guidance aspect included product / process configuration & quality, production yield and process improvement in line with overall company KPI target.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist the section superior (Staff Engineer & Engineering Manager) in meeting the section defined objectives • assist and train Process Engineer colleague in achieving the requirement for the job description • identify and extract information from specifications and standards, engineering drawings, etc. for manufacturing solutions • support for product Qualification process (Tool Thermal Profile, Pre-Production Verification & First Part Qualification) • coordinate and provide documentation for Equipment & Processor Qualification process • prepare detail process instruction documentation which to be in line with the manufacturing requirement • provide training of new introduction or revised process document to shop floor technician/person in charge • develop new process set up of new product transfer and new process improvement • coordinate Change Management process for changes in the manufacturing process which significantly impact on manufacturing cost & time • support activities with tooling organisation to identify effective tooling and equipment for manufacturing purpose • identify the appropriate hand tools, equipment and machinery to support the effectiveness of manufacturing process • participate in the Corrective Action Board in validating non-conformances, identifying proper disposition and containment action • support to provide engineering correction and investigation for customer complaint • provide technical leadership in identifying root cause and corrective actions using problem solving tools in accordance with company procedures and guidelines • support own gap analysis, development plan, and training towards improving overall organisation competency • execute committed goals in Key Performance Indices (KPI) for safety, quality, value performance as well as the morale of the section • oversee R&D of new product/technology 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 and ISO requirements 3. interpret an Apply Company Procedures 	4	<ul style="list-style-type: none"> • Aerospace Standard (AS9100) Awareness training International Organisation for Standardisation (ISO 9001) Training • National Aerospace and Defence Contractors Accreditation Programme (NADCAP) Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement
Communications	The ability to: <ol style="list-style-type: none"> 1. demonstrate effective communication in workplace within the company and with customer 2. good persuasion skills to attract people's confident and approvals based on data 3. professional communication methods as frequent deal with management 	4	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. demonstrate good 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>presentation skills</p> <ol style="list-style-type: none"> 2. create good rapport with all levels of people in the organisation 3. manage communication with others through discussion, presentation and social skills 		Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety (EHS) regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Environment, Health & Safety (EHS) Awareness Training • Industrial Safety Awareness Training • Material Safety Data Sheet (MSDS) Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Engineering Staff in applying up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 3. provide guidance to the new Process Engineer 4. function effectively as 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training • PCA Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>team leader and a member of a team</p> <ol style="list-style-type: none"> 5. holds responsibility and as an effective supervisor at operational level 6. carry out assessment and assignment of tasks to the appropriate team members 7. perform staff Personal Competency Assessment (PCA) and KPI analysis and review 		
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to the importance and requirement of Change Management in control the changes related to customer & internal 2. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 3. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. possess critical thinking and strong decision-making skills 2. demonstrate good evaluation skill for the risk analysis towards 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	meeting company target in line with technical decision aspect		
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate ownership & integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate the basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	5	<ul style="list-style-type: none"> • Autonomous Maintenance (AM) & Preventive Maintenance (PM) Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead engineering team to identify and extract information from specifications and standards, engineering drawings, etc. for manufacturing solutions 2. develop detailed process instruction documentation which to be in line with the manufacturing requirement 3. provide training of new introduction or revised process document to shop floor technician/person in charge 4. develop new process set up of new product transfer and new process improvement 5. coordinate Change Management process for changes in the manufacturing process which significantly impact on manufacturing cost & time 6. support activities with tooling organisation to identify effective tooling and equipment for manufacturing 	6	<ul style="list-style-type: none"> • Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) • Basic Training of Aircraft Assembly Processes • Lean Manufacturing Training • Materials & Process Specifications Training • Work Instruction System Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>purpose</p> <p>7. give technical advice on the tools, process and material for manufacturing</p>		
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to the effect of mass production and operations and the key effects 2. review processes and within tolerance level/limits 3. review Out of Control Action Plan (OCAP) and mitigation plans 4. be well-versed with machines functionalities 5. be well-versed with FMEA and documentation 6. demonstrate good knowledge in APQP & PPAP 7. possess in-depth knowledge in SPC & reporting 	6	<ul style="list-style-type: none"> • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP/MES • Machine Supplier Training Course • FMEA • SPC • APQP • PPAP
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and revise root cause and corrective actions using Root Cause Corrective Action (RCCA) tools 2. review and revise Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 	6	<ul style="list-style-type: none"> • 5S Training • Root cause analysis Training • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • Lean Six Sigma • Process Capability Training • Failure Mode & Effect Analysis (FMEA)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 6. well verse with FMEA and documentation 7. demonstrate good knowledge in SPC 8. well verse in GR&R 		<ul style="list-style-type: none"> • Statistical Process Control (SPC) • Advanced Product Quality Planning (APQP) • Production Part Approval Process (PPAP) • Gage Repeatability and Reproducibility (GR&R) • Overall Equipment Effectiveness (OEE)
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage tasks to achieve deadlines 2. support project leaders in completing projects as planned 3. lead the project which related to process improvement 4. multitask and manage project priorities 	6	<ul style="list-style-type: none"> • Project management training • Microsoft Project training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. participate in the Corrective Action Board in validating non-conformances, identifying proper disposition and containment action 2. support in provide engineering correction and investigation for customer complaint 3. support on internal audit activity 4. understand and adhere to organisational quality systems, procedures and policies in development of work processes 5. support for QRB 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • RCCA Tools Training • AS9100 Audit Training • NADCAP Audit Training • Control of Non-Conformance (MRB) Training • Auditor Training • 8D Report/Quality Report Training • ISO9001 • APQP Training EN 9136 Root cause analysis and problem solving (9S Methodology)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>purposes and material disposals</p> <ol style="list-style-type: none"> 6. review of 8D or 9s Method reports for internal and customers 7. demonstrate good understanding of ISO9001 & AS9001 8. demonstrate Good knowledge in APQP & PPAP 		
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. coordinate on the processor and equipment qualification per customer requirements 2. support on product Qualification prior mass production run 	6	<ul style="list-style-type: none"> • Qualification Specification Training • Part Thermal Profile (TTP) training • Pre-Production Verification (PPV) training • First Part Qualification (FPQ) training • Product Level Training Course (Internal) • Manufacturing/Operation Training (Internal/External) • ERP/MES
Technical and Engineering Fundamentals	<p>The ability to:</p> <ul style="list-style-type: none"> • review and apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes: <ul style="list-style-type: none"> • Honeycomb Core processing • Fundamentals of Layup processing • Autoclave curing process • Machining process for Composites 	6	<ul style="list-style-type: none"> • Engineering Dataset Interpretation • 2D Drawing Interpretation • 3D Drawing Software Application (CATIA/ENOVIA) Training • Geometric Dimensioning and Tolerancing (GD&T) Training

	<ul style="list-style-type: none"> • Basics of Non-destructive Inspection for Composites (Ultrasonic) • Paint Processing • Fundamentals of Tool Design for Composites process • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for Aircraft Assembly • Trimming and Drilling • Fastening, Riveting, Torque Tightening • Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly • Lean Manufacturing 		
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Division : Manufacturing			
Stream : Engineering			
Job Title : Staff Process Engineer			Level: 7
<p>Job Description:</p> <p>The Staff Process Engineer’s role is to effectively plan, administer & review on the Process Engineering resources & activities and provide technical guidance aspect for Process Engineer in meeting the overall company KPI target.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist Engineering Senior Manager in managing departmental operation and function • plan, administer and review the assigned engineering section • lead engineers as well as coordinate the engineering activities for Process Engineering section • lead and supervise Engineers in performing engineering and technical task to support product configuration and control • execute to committed goals in Key Performance Indices (KPI) for safety, quality, value performance as well as the morale of the section • lead in utilising best practice engineering methods and provide technical guidance for engineering improvement initiatives • lead Engineers in oversee potential process, time & cost improvement in manufacturing process area • approve the manufacturing documentation which met requirement • manage in supervise on trial and technical analysis for any internal or external quality related items • manage the Process Engineer in coordinating processor, equipment and part qualification activities • establish Process Engineering skill development and resources • oversee R&D of new product/technology 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. revise human factors and basic error management in the aviation context 2. regulate Basic Regulation Requirements 3. interpret, Review Company Procedures 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective communication in workplace within the company and with customer 	5	<ul style="list-style-type: none"> • Effective Communication Course • Effective Managerial Skill Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have good social & communication skills with others 2. have good presentation skills 3. provide guidance to the Process Engineer 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Engineering Staff in applying up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 3. manage departmental 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	operation and function		
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 2. review the change management control under Engineering department 	5	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. think critically and possess strong decision-making skills 2. evaluate the risk analysis towards meeting company target in line with technical decision aspect 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take ownership & have integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 4. review the Process Engineering progress & accomplishment 	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> demonstrate the basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	2	<ul style="list-style-type: none"> AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> identify and extract information from specifications and standards, engineering drawings, etc. for manufacturing solutions approve the detailed process instruction documentation which to be in line with the manufacturing requirement review and approve on new process development set up of new product transfer and new process improvement review and approve on Change Management process under Process Engineering lead activities with tooling organisation to identify effective tooling and equipment for manufacturing purpose 	7	<ul style="list-style-type: none"> Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) Basic Training of Aircraft Assembly Processes Lean Manufacturing Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> review and revise root cause and corrective actions using RCCA tools identify and 	6	<ul style="list-style-type: none"> 5S Training Root cause analysis Training Poka-Yoke (Mistake Proofing) Awareness Training Kaizen Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes</p> <ol style="list-style-type: none"> 3. approve standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. lead and encourage team to implement 5S at workplace 		<ul style="list-style-type: none"> • Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage tasks to achieve deadlines 2. support project leaders in completing projects as planned 3. manage on the improvement project lead by Process Engineer 	6	<ul style="list-style-type: none"> • Project management training • Microsoft Project training
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. participate in the Corrective Action Board in validating non-conformances, identifying proper disposition and containment action 2. support in provide engineering correction and investigation for customer complaint 3. support on internal audit activity 4. review and approve on the engineering correction & investigation plan 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • RCCA Tools Training • AS9100 Audit Training • NADCAP Audit Training • Control of Non-Conformance (MRB) Training • Auditor Training • APQP Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage the processor and equipment 	6	<ul style="list-style-type: none"> • Qualification Specification Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>qualification per customer requirements lead by Process Engineer</p> <p>2. support on product Qualification prior mass production run</p>		
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <p>1. review, revise and apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes:</p> <ul style="list-style-type: none"> • Honeycomb Core processing • Fundamentals of Layup processing • Autoclave curing process • Machining process for Composites • Basics of Non-destructive Inspection for Composites (Ultrasonic) • Fundamentals of Tool Design for Composites process • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for Aircraft Assembly • Trimming and Drilling • Fastening, Riveting, Torque Tightening • Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly 	7	<ul style="list-style-type: none"> • Engineering Dataset Interpretation • CATIA/ENOVIA Training • GD&T Training • Materials & Process Specifications Training • Work Instruction system training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ul style="list-style-type: none">• Lean Manufacturing		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Jigs / Fixture & Tooling Engineer			Level: 7
<p>Job Description:</p> <p>The Senior Jigs / Fixture & Tooling Engineer focuses on leading tooling engineers in Aero structure tooling maintenance, rework, refurbishment, new tooling design, analysis and continuous improvement.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform tooling maintenance, rework, refurbishment, new tooling design, analysis and continuous improvement • plan and execution of required tooling design and manufacturing of tool required • provide continuous support to external customer for process, quality and tooling improvements, root cause identifying and solutions. Process may require usage of Laser Tracker to support analysis and diagnosis for repair work • develop and design features with use of CATIA for all hard tooling • perform cycle check to all ICY related tooling within facility • improve services delivery and cost for every solution • ensure process compliance to customers, NADCAP, AS9100, A1094 and A1095, D33200-1 • be accountable for compliance to product configuration management regulation • provide inputs and/or to Design / Commercial / Procurement / Customer • create and deliver technical trainings for Production personnel on tool usage instructions • meet programme's productivity and quality KPI through continuous process improvement • estimate tooling process planning, tooling cost and execution for new process introduction 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret Basic Regulation Requirements (e.g. including but not limited to NADCAP, AS9100, A1094 and A1095, D33200-1) 	4	<ul style="list-style-type: none"> • NADCAP • AS9100 • A1094 • A1095 • D33200-1 • ISO9001 • ISO140001 • OHSAS18001 • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead workplace communication through the implementation of communication strategies and mechanisms 	5	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication with others through discussion, presentation and social skills 2. manage, assist and supervise subordinates in job assignments 3. maintain the records of workshop assigned assets, equipment and facilities 	4	<ul style="list-style-type: none"> • Presentation Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 	5	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the workplace environment 3. function effectively as team leader and a member of a team 4. function as an effective supervisor at operational level 5. carry out assessment and assignment of tasks to the appropriate team members 	5	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	5	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or 	5	<ul style="list-style-type: none"> • Leadership and Strategic Thinking Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>financial impact of a decision making action that effects the organisation's bottom line/revenue</p>		
<p>Workplace Ethics Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethic and responsibilities and norm of Engineer practice 2. do self-reporting, take ownership of work and ensure work integrity 	<p align="center">5</p>	<ul style="list-style-type: none"> • Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead the definition of tooling characteristics to be checked periodically as part of tools maintenance checks (health check/periodic inspections) 	8	<ul style="list-style-type: none"> • Specific Maintenance Training (based on customer requirement)
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead planning and execution of Tooling Fabrications and/or technical queries, (Project base, Reporting, Design Dictate, Design, and Manufacturing Challenges) 2. be accountable of assembly jig for programme transfer, rate tool fabrication, rework and refurbishment programme 3. be accountable for validate and maintain clear Tooling Best Practice, Tool Usage Instruction and technique documents for compliance and ease of tooling and manufacturing processes 4. be accountable for the availability and validity of purchased parts configuration and condition of supply per manufacturing and engineering requirements 5. lead definition of requirements and conceptualise ideas 	6	<ul style="list-style-type: none"> • Specific Manufacturing Process (Tooling) on the job training (OJT)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>with other engineering organisation to design, test and implement effective tooling and equipment for manufacturing</p> <ol style="list-style-type: none"> 6. accountable on all customer technical discussion, request (internal or external), negotiation, and deliverables to the agreed timeline given 7. accountable for cascading, aligning and meeting individual and team’s measureable performance goals to and from higher organisation level goals 8. manage the classification of tools category (major/minor/indirect tooling) 9. lead the validation of Product Acceptance Software (PAS) testing and data translation testing 10. accountable for method of tooling identification and configuration control management specifically on tooling scope 		
<p>Operations and Productions</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assist the direct supplier on recurrent issues 2. manage the tool manufacturing flow down from customer for new or rate tooling 3. lead the liaison with 	<p align="center">6</p>	<ul style="list-style-type: none"> • Internal Company Procedure Training

	<p>Procurement on tool sourcing and preparation of sourcing council technical report and recommendation</p> <ol style="list-style-type: none"> 4. accountable for the transmittal of tooling data to suppliers at the correct configuration, scope and timing 5. manage the preparing, maintaining, and updating related procedures for tool design and manufacturing 6. Accountable of creating, maintaining, and updating a system for drawing database 7. Manage the sharing of knowledge and experience through tooling solution and cross-function responsibility 8. lead the use of technical knowledge and discipline experience in making technical judgment in reviewing and validating detailed changes as well as complete cross-functional impacts brought by customer, engineering or standard changes 9. accountable for delivery of accurate and agreeable response to supplier, customer and production request for engineering assistance of varying complexity per the applicable procedures, including 		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>pre- or post-response reviews and negotiations</p> <p>10. manage the definition of requirements and conceptualise ideas with other engineering organisation to design, test and implement effective tooling and equipment for manufacturing</p> <p>11. coach and facilitate others in performing all duties listed in their job description</p>		
<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and approve relevant 5S Techniques 2. plan and approve Continuous Process Improvement Techniques 3. lead investigation to determine causes of regular and repeated defects and ensure necessary actions are taken for improvement 4. manage the application of Kaizen and Six Sigma Methodologies 5. drive, challenge and manage the search for root cause and corrective actions on varying complexity problems in either manufacturing or engineering areas 6. manage the interpretation and validation of propose improvement on information from 	<p>6</p>	<ul style="list-style-type: none"> • 5S Training • Process Training • Basic Process Defects Trouble Shooting Techniques • Innovation and Productivity Training • Technical Report Writing • Kaizen Training • Lean Six Sigma

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	engineering drawings, CAD models and standards for manufacturing solutions, research or business development		
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be accountable for reporting project progress to all stake holders (Programme, Department, Operation, Tooling Programme Lead), or to whichever related 2. apply extensive knowledge and experience of manufacturing processes to estimate and validate process flow, build labour hours, materials, and tooling for new project bids 	6	<ul style="list-style-type: none"> • Fundamentals of Project Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage adherence to organisational quality systems, procedures and policies in order to carry out daily work accordingly 2. lead the suppliers assessment either existing (yearly audit) or new supplier assessment (ASL) evidence 	6	<ul style="list-style-type: none"> • Specific Quality on the job Training (OJT) • PQP Training • AS9100 Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead the use of technical knowledge and discipline experience in making technical judgment in reviewing and validating detailed 	6	<ul style="list-style-type: none"> • GD&T • Specific Engineering Fundamental (Tooling) on the job training (OJT)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>changes as well as complete cross-functional impacts brought by customer, engineering or standard changes</p> <p>2. be accountable for validate and maintain clear Tooling Best Practice, Tool Usage Instruction and technique documents for compliance and ease of tooling and manufacturing processes</p>		
Supply Chain Management	<p>The ability to:</p> <p>1. lead the management of tooling design, fabrication, or installation work outsourced to supplier</p>	6	<ul style="list-style-type: none"> • Specific Supply Chain Management (Tooling) on the job training (OJT)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Design Engineer			Level: 7
<p>Job Description:</p> <p>The Senior Design Engineer's primary responsibility is developing a mechanical system to meet a set of requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • interpret requirements and develop a design to meet those requirements • expand existing requirements or propose alternative requirements in cases where requirements are unsuitable • break up large or complicated design packages and delegate them, and lead the design team towards achieving a cohesive outcome • demonstrate that the design meets requirements during a design review • access the Product Data Management (PDM) system for documentation • identify documentation for requirements, documentation for standards and documentation for specifications • determine Computer/Work Station requirements and CAD Software requirements • produce 3D CAD Model for DMU (Digital Mock-Up), 2D drawing for certification • produce BOM for DFM (Design for manufacturing) • perform 3D modelling using CAD software • convert 3D CAD Model to 2D Drawing • convert 2D Drawing to 3D CAD Model • perform checking of 3D models and drawings to ensure that they meet design requirements and industry norms 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 and ICAO requirements 3. interpret and Apply Company Procedures 4. interpret and apply national aviation authorities requirements 5. have awareness of aircraft certification process and how it translate into the 	5	<ul style="list-style-type: none"> • ICAO Annex 8 Awareness Training • EASA Part 21 or equivalent Awareness Training • Aircraft Certification Process Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	design process		
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead effective workplace communication through the implementation of communication strategies and mechanisms 	5	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Demonstrate good social & communication skills with others 2. Demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply up-to-date Information Technology, technique and procedures 2. be competent in using a computer in a Windows environment 3. be competent in using Product Data Management system 4. be competent in using CAD system 	5	<ul style="list-style-type: none"> • Basic CATIA Course: Mechanical Design (or equivalent) • Advance CATIA Courses (Composite Design, Aerospace Sheet Metal, etc.) will depend on the specific needs of each organisation

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 	4	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate thinking and strong decision-making skills 2. possesses Evaluation skill for the risk analysis towards meeting company target in line with technical decision aspect 3. apply risk-based thinking in developing designs 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training • Risk based Thinking Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take ownership & have integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of maintenance practices that are typically applicable to the product that is being designed and how maintenance considerations can impact the design 	1	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of manufacturing practices that are typically applicable to the product that is being designed and how manufacturing considerations can impact the design 	1	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent.
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and demonstrate the significance of project milestones and why it is important to meet them 2. breakup large or complicated design packages and delegates them, and leads the design team towards achieving a cohesive outcome 	3	<ul style="list-style-type: none"> • Introduction to project management principles

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the concept of quality and how it applies to the design process 	<p>1</p>	<ul style="list-style-type: none"> • ISO9001 or AS9100 Awareness Training • APQP Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have a general appreciation of specialised process that are typically applicable to the product that is being designed and how special processes can impact the design 	<p>1</p>	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and Interpret requirements and develop a design to meet those requirements 2. expand existing requirements or propose alternative requirements in cases where requirements are unsuitable 3. review and apply the design process, in particular the changing maturity levels of the design from conceptual to detail design, and ultimately design for manufacture 4. review and apply engineering principles to develop a design, this includes obtaining inputs from specialist engineers on a particular aspect of the design (e.g. stress) 	<p>7</p>	<ul style="list-style-type: none"> • Mechanical Engineering Degree or equivalent

	<p>and evaluating those inputs to determine if the design is meeting the desired performance</p> <ol style="list-style-type: none"> 5. prepare and design review presentation and demonstrate that the design meets the requirements through qualitative or quantitative analysis or test 6. visualise and conceptualise component 3D models from engineering drawings 7. very knowledgeable with Documentation, Standards and Specifications 8. review and revise engineering drawings and 3D modelling adhering to the standards and best practises of Aerospace Industry 9. create a design as a 3D model 10. create drawings and BOM from the 3D model 11. be pro-active in getting up to date with the latest CAD Software, Technology and Design Standards 12. supervise and guide Engineers 		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Job Title : Senior CAD/CAM Engineer		Level: 7	
<p>Job Description:</p> <p>The Senior CAD/CAM Engineer's role is to be responsible for all CAM engineering activities and shall manage and coordinate the engineers and technician/assistant in order to maintain good reliability in digital manufacturing support throughout the organisation.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • planning, executing, supervising, review of requirements, technical review, equipment and software planning, qualification of engineers and assistant, CAM and manufacturing procedure specifications, work instructions, verification review of 3D model before release to production, non-conformance and corrective actions review, identification and traceability and quality records. • participate in Material Review Board (MRB) in validating non-conformance, identifying proper disposition and containment • support own gap analysis, development plan and training towards improving overall organisation competency • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies and applicable customer, industry and international standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and Apply Company Procedures 	4	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Lead effective workplace communication through the implementation of communication strategies and mechanisms 	5	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p>	4	<ul style="list-style-type: none"> • Effective Presentation

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 1. manage communication with others through discussion, presentation and social skills 2. demonstrate good presentation skills 		<p>Course</p> <ul style="list-style-type: none"> • Organisational Behaviour Awareness • Leadership Skills
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethical practises when supervising other people/subordinates 2. manage subordinate's reporting fairly , fair workload assignment and delegation to ensure work continuity 	5	<ul style="list-style-type: none"> • Etiquette Management Skills
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training • Information Technology Application

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective workplace communication and engagement 1. adapt to change initiatives in the workplace environment 2. function effectively as a member of a team 3. function as an effective supervisor at operational level 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training • Relationship Management Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. develop critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or financial impact of a decision-making action that affect the organisation's bottom line/revenue 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Workplace Ethics Management	The ability to: 1. understand and commit to professional ethics and responsibilities of an Engineer 2. do self-regulating and reporting to superior as an Engineer	5	<ul style="list-style-type: none">• Engineers Professional Code of Conduct and Ethics Training• HR Training (in-house or external)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead engineering team to interpret and extract information from customer supplied engineering drawings and CAD models 2. develop and analyse manufacturing process by utilising relevant knowledge in CNC machining (mill and turn), composites ply stack up 3. develop and generate digital data used for manufacturing which include but not limited to NC code, shop floor documentation, derived 3D model for shop floor use 4. provide design function for CNC machining tool and fixture design and production support equipment 5. lead cross department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CAD/CAM and relevant technical skills 	7	<ul style="list-style-type: none"> • Fundamental Manufacturing Process for Advanced Composites processes (structural component) • Fundamental in soft metal and/or hard metal machining processes (mill and turn, propulsion and structural component) • Fundamental in precision machining • Lean Manufacturing Training • Fundamental in tools, jigs and fixtures principle
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply root cause and corrective actions per 9S Methodology 2. review and apply Poka-Yoke (mistake proofing) to prevent errors in 	7	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>manufacturing processes</p> <ol style="list-style-type: none"> 3. determine standard time for manufacturing processes 4. identify and apply Kaizen elements in the project 5. encourage Engineering team to implement 5S at workplace 		<p>Training</p> <ul style="list-style-type: none"> • Kaizen Training • Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	7	<ul style="list-style-type: none"> • Process Specifications Training • Effective time management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. Support and deliver key business deliverables per APQP requirements 	7	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, revise and apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> • Production 	7	<ul style="list-style-type: none"> • ASME and ISO engineering drawing practices 2. ASME Y14.5 Geometric Dimensioning & Tolerancing & ISO86 Geometrical Product Specification,

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Process (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing)</p> <ul style="list-style-type: none"> • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for machining & aircraft assembly • CNC Mill and turn process • Shop floor practise • Lean Manufacturing • Identify and analyse the best tool path strategy for machining process 		<p>tolerance stack up analysis</p> <ul style="list-style-type: none"> • CNC language: ISO 6983 • Fundamental Training in programming language such as Python and C programming language for CAD/CAM software automation • Machine shop practice • Advanced training in CAD/CAM (Solidworks, Siemens NX, Inventor, CATIA) • Fundamental in numerical control verification simulation (Vericut, NC Simul, Siemens NX ISV) • Technical Report Writing
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Division : Manufacturing			
Stream : Engineering			
Job Title : Senior CNC Programmer			Level: 7
<p>Job Description:</p> <p>The Senior CNC Programmer is responsible for all CNC Programmers activities and shall manage and coordinate the engineers and technician/assistant in order to maintain good reliability in technical support of computer numerical control driven machineries.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • planning, executing, supervising, review of requirements, technical review, equipment and software planning, qualification of engineers and assistant, CAM and manufacturing procedure specifications, work instructions, verification review of 3D model before release to production, non-conformance and corrective actions review, identification and traceability and quality records • participate in Material Review Board (MRB) in validating non-conformance, identifying proper disposition and containment • support own gap analysis, development plan and training towards improving overall organisation competency • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies and applicable customer, industry and international standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and Apply Company Procedures 	4	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead effective workplace communication through the implementation of communication strategies and mechanisms 	5	<ul style="list-style-type: none"> • Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication with others through discussion, presentation and social skills 2. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Organisational Behaviour Awareness • Leadership Skills
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethical practises when supervising other people/subordinates 2. manage subordinate's reporting fairly , fair workload assignment and delegation to ensure work continuity 	5	<ul style="list-style-type: none"> • Etiquette Management Skills
Health, Safety and Environment	<p>The ability to:</p> <ul style="list-style-type: none"> • understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage and utilise Information Technology tools and technique throughout the work teams 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training • Information Technology Application

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform effective workplace communication and engagement 2. adapt to change initiatives in the workplace environment 3. function effectively as a member of a team 4. function as an effective supervisor at operational level 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training • Relationship Management Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 2. develop new solutions to address the management's change of direction that affect organisational structure, function or business 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. understand and comprehend the commercial or financial impact of a decision-making action that affect the organisation's bottom line/revenue 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Workplace Ethics Management	The ability to: 1. understand and commit to professional ethics and responsibilities of an Engineer 2. do self-regulating and reporting to superior as an Engineer	5	<ul style="list-style-type: none">• Engineers Professional Code of Conduct and Ethics Training• HR Training (in-house or external)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead engineering team to interpret and extract information from customer supplied engineering drawings and CAD models 2. lead team to generate NC code and verify tool path using simulation software 3. develop and implement machine macro to the NC code 4. develop in process inspection probe programming 5. plan and conduct test run at machine 6. optimise and make adjustment to the production and first article NC code 7. verify machine axis accuracy is within tolerance by developing the test procedure and validate the test report performed by machinist 8. lead inter-department collaboration in process development and improvement activities as well as NPI by utilising the knowledge and skills in CNC and relevant technical skills 9. manage configuration and flow of incoming, outgoing and internal numerical machine data 	7	<ul style="list-style-type: none"> • Fundamental Manufacturing Process for Advanced Composites (structural component) • Fundamental in soft metal and/or hard metal machining processes (mill and turn, propulsion and structural component) • Fundamental in precision machining • Lean Manufacturing Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 	7	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • Lean Six Sigma • Statistical Process Control
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	7	<ul style="list-style-type: none"> • Process Specifications Training • Effective Time Management
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	7	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, revise and 	7	<ul style="list-style-type: none"> • ASME and ISO engineering drawing practices

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows:</p> <ul style="list-style-type: none"> • Production Process (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) • Fundamentals of Tools, Jigs and Fixtures • Tooling and Locating process for machining & aircraft assembly • CNC Mill and turn process • Shop floor practise • Lean Manufacturing 		<ul style="list-style-type: none"> • ASME Y14.5 Geometric Dimensioning & Tolerancing & ISO86 Geometrical Product Specification (Level 2) • Machine specific controller language: SIEMENS SINUMERIK, HEIDENHEIN ITNC, FANUC, ISO 6983 NC language • Gauge R&R • Machine shop practice • Fundamental training in CAD/CAM (Solidworks, Siemens NX, Inventor, CATIA) • Advanced training in numerical control verification simulation (Vericut, NC Simul, Siemens NX ISV) • Technical Report Writing
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Materials & Process Engineer			Level: 7
<p>Job Description:</p> <p>The Senior Materials & Process Engineer is accountable to effectively define the manufacturing productibility standard and information for the manufacturing processes.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment • be accountable in interpretation and flow down any engineering related information to production from customer specifications and engineering drawings • be accountable in Implementing LEAN methodology to current production such as process & cost improvement initiative • be accountable in reviews and implementation of customer specification updates on assembly process, inspection and material changes • be accountable for any process qualification activities • actively participate, recommend, and initiate improvement in Environmental, Health & Safety practices procedures • be accountable to maintain material and chemicals bill of materials in line with the customer-specified requirements • be accountable on any material & process engineering elements relevant to NADCAP and AS9100 audits • participate and accountable in investigations of materials and process technical problems and establishment of procedures and corrective actions to avoid recurrence • operate within the functional and operational budgets • prepare and maintain PFMEA documents • develop and implement new processes via New Product Introduction (NPI) programmes in line with customer specifications and requirements • be accountable to interpret and flow down material Technical Data Sheets and MSDS related requirements to the processes 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret an Apply Company Procedures 	4	<ul style="list-style-type: none"> • AS9100 Awareness • EASA Part 21G Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: <ol style="list-style-type: none"> 1. demonstrate good social & communication skills with others 2. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Communication Course • Technical Writing
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. demonstrate good presentation skills 	4	<ul style="list-style-type: none"> • Presentation Course • Leadership Course
Etiquette Management	The ability to: <ol style="list-style-type: none"> 1. apply general and proper etiquette at workplace 	4	<ul style="list-style-type: none"> • Workplace Etiquette and Behavioural Training
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and comply to Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. utilise technology and automation mind set to processes in line with Industry 4.0 	4	<ul style="list-style-type: none"> • Automation and Industry 4.0 Awareness
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. be accountable to manage tasks effectively within a team 2. adapt quickly to change initiatives in the workplace environment 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 3. function effectively as a member of a team 4. function as an effective supervisor at operational level 		
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand change management definition 2. manage and/or oversee all changes, new requirements and cost impact to the business such as new equipment/machines, special/fixed process approval, material and tool life changes, etc. (Changes relevant to material and processes only) 	4	<ul style="list-style-type: none"> • Change Control Awareness Training
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision-making skills that affect the work process, work outcome or workforce motivation 2. have an analytical and creative mind set 3. capable to make decisions 	4	<ul style="list-style-type: none"> • Leadership or Analytical Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate advanced manufacturing activities such as: <ul style="list-style-type: none"> • Locating for Assembly • Trimming and Drilling • Sealing and Bonding • Fastening, Riveting, Torque Tightening • Electrical Bonding and Testing • Painting • Composite and/or metallic Bonding • Deburring • Cleaning • Shrink fitting (Using Liquid Nitrogen) • Part marking 	6	<ul style="list-style-type: none"> • Basic and fundamental Training on applicable processes
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead the engineering team for the following activities: <ul style="list-style-type: none"> • Cycle time study • Value stream mapping • Automation concepts and methodology 	7	<ul style="list-style-type: none"> • Automation and Industry 4.0 Awareness • Basic VSM and Process Time Study Awareness
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take responsibility and lead team on task management 2. lead Project planning - Gantt chart, Milestones, etc. 	6	<ul style="list-style-type: none"> • Project Management Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead quality activities on the following items: <ul style="list-style-type: none"> • RCCA analysis • Lead and participate in Material Review Board (MRB) discussions on materials and processes related Non-conformance • Lead and Support surveillance audit (AS9100, NADCAP, etc.) relevant to material and processes elements 	<p>6</p>	<ul style="list-style-type: none"> • RCCA and NC Awareness Training • AS9100 Audit Training • NADCAP Audit Training • Internal Procedures
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate competence in the following processes (where applicable) <ul style="list-style-type: none"> • Surface preparation – Blasting • Composite repair • Shot peening • Any other special processes in accordance with customer requirements • Able to train others on item#1- item#4 	<p>7</p>	<ul style="list-style-type: none"> • Special Process Qualification Training Awareness
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. be proficient in fundamentals (Theory & Operational) on the following items: <ul style="list-style-type: none"> • Statistical Process 	<p>7</p>	<ul style="list-style-type: none"> • LEAN tools & Methodology Training • Engineering Dataset/Drawing Interpretation • Materials &

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Control</p> <ul style="list-style-type: none"> • Design of Experiment • PFMEA • LEAN tools and concept/methodology • Control Plan • Develop & approve Technical documents (Technical Instructions, Technical Reports, etc.) • Interpretation of information from engineering drawings and customer specifications • Development of new processes which includes testing's, trials and controlled runs • Material fundamentals - Composite, metallic, Chemicals • Able to train others on item#1-item#9 		<p>Process Specifications Training</p> <ul style="list-style-type: none"> • Technical Documentation and Writing Training • SPC Fundamentals Training • Materials Fundamentals Training • DOE training 8. PFMEA, Control Plan Training
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Division : Manufacturing			
Stream : Engineering			
Job Title : Senior Manufacturing Engineer			Level: 7
<p>Job Description:</p> <p>The Senior Manufacturing Engineer role is to effectively provide manufacturing productibility knowledge and information especially on the technical guidance aspect included product/ process configuration & quality, production yield and process improvement in line with overall company KPI target.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist the section superior (Staff Engineer & Engineering Manager) in meeting the section defined objectives • assist and train Manufacturing Engineer colleague in achieving the requirement for the job description • identify and extract information from engineering drawings, CAD models and standards for manufacturing solutions • identify change details and direct impacts brought by customer, engineering or standard changes based on change procedure • ensure product bill of materials and configuration to the valid customer-specified configuration are created and maintained properly • create and maintain clear manufacturing process sequence and technique documents for compliance, ease and efficiency of manufacturing with high accuracy • lead and support qualification activity- part (TP, FPQ, PPV, FAI) process and equipment (EQP) • ensure accuracy of purchased parts configuration and condition of supply per manufacturing and engineering requirements • ensure accuracy of engineering data transmitted to suppliers at the correct configuration, scope and timing • operate within the functional and operational budgets • participate and lead in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment • lead in RCCA activities using problem solving tools in accordance with company procedures and guidelines • lead communications with suppliers and production request for engineering assistance with accurate answers per the applicable procedures • lead and support activities with tooling organisation to identify effective tooling and equipment for manufacturing • support self and team's gap analysis, development plan, and training towards improving overall organisation competency • be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals • comply with Code of Ethics and Business Conducts, 5S, health and safety policies, and all applicable customer standards 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply human factors and basic error management in aviation context 2. interpret and apply Aerospace Standards AS9100 requirements 3. interpret and Apply Company Procedures 	4	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective communication in workplace within the company and with customer 	4	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate good presentation skills 2. provide guidance to the new Process Engineer 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Engineering Staff in applying up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 	5	<ul style="list-style-type: none"> • Change Management Training Control • ISO 10007 Configuration management Training • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. possess critical thinking and strong decision-making skills 2. possess evaluation skill for the risk analysis towards meeting company target in line with technical decision aspect 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ownership & integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 	3	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and extract information from engineering drawings, CAD models and standards for manufacturing solutions 2. identify change details and direct impacts brought by customer, engineering or standard changes based on change procedure 3. create and maintain product bill of materials and configuration to the valid customer-specified configuration 4. create and maintain clear manufacturing process sequence and technique documents for compliance, ease and efficiency of manufacturing 5. create and maintain purchased parts configuration and condition of supply per manufacturing and engineering requirements 6. revise and transmit engineering data to suppliers at the correct configuration, scope and timing 7. participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment 8. respond to supplier 	4	<ul style="list-style-type: none"> • Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) • Basic Training of Aircraft Assembly Processes • Lean Manufacturing Training • Metal Machining Training • Sheet Metal Fabrication Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>and production request for engineering assistance with accurate answers per the applicable procedures</p> <p>9. support activities with tooling organisation to identify effective tooling and equipment for manufacturing</p> <p>10. support qualification activity- part (TP, FPQ, PPV, FAI) process and equipment (EQP)</p>		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify root cause and corrective actions per 9S Methodology 2. identify and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes 3. determine standard time for manufacturing processes 4. identify and deliver Kaizen projects 5. implement 5S at workplace 	5	<ul style="list-style-type: none"> • 5S Training • EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) • Poka-Yoke (Mistake Proofing) Awareness Training • Kaizen Training • Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage own tasks to achieve deadlines 2. support project leaders in completing projects as planned 	4	<ul style="list-style-type: none"> • Project management Training (basics)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	5	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support special process qualifications per customer requirements 2. support on product Qualification prior mass production run 	4	<ul style="list-style-type: none"> • Process Specifications Training
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes: <ul style="list-style-type: none"> • Composite manufacturing • Metal machining • Sheet metal fabrication • Heat Treatments • Basics of Non-destructive Inspection (Ultrasonic) • Fundamentals of Tool Design for Composites process • Fundamentals of 	6	<ul style="list-style-type: none"> • Engineering Drawings • Engineering Dataset Interpretation • Basics of CATIA/Enovia • ASME Y14.5 GD&T Training • Materials & Process Specifications Training (based on customer) • ERP (e.g. SAP) System Training • Work Instruction system Training • Control of Non-Conformance (MRB) Training • PLM System Training • Assembly and

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Tools, Jigs and Fixtures</p> <ul style="list-style-type: none">• Trimming and Drilling• Fastening, Riveting, Torque Tightening• Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly• Lean Manufacturing• Painting		<p>Tooling Conceptualisation Training</p>
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Division : Manufacturing	
Stream : Engineering	
Job Title : Staff Manufacturing Engineer	Level: 7
Job Description: The Staff Manufacturing Engineer's role is to effectively lead and manage the Manufacturing Engineering group to provide manufacturing productibility knowledge for the Manufacturing Engineers, planning for engineers' development while always ensuring to be within the organisation goals. Responsibilities include: <ul style="list-style-type: none">• assist Engineering Senior Manager in managing departmental operation and function• plan, administer and review the assigned engineering section• lead engineers as well as coordinate the engineering activities for Manufacturing Engineering section• direct and supervise the section resources as well as coordinate the engineering activities• be accountable to ensure the correct information from engineering drawings, CAD models and standards have been extracted for manufacturing solutions• be accountable for the effectiveness of the Change Management process and its impact that was brought by either customer, Engineering or standard changes• be accountable to ensure the accuracy of the Bills of Materials and product configurations to the valid customer-specified configurations and are created and maintained accordingly• be accountable to ensure a high quality and accuracy manufacturing process sequence and technique documents are prepared for compliance, ease and efficiency of manufacturing• be accountable for the implementation and success of qualification activity- part (TP, FPQ, PPV, FAI) process and equipment (EQP)• be accountable for the accuracy of purchased parts configuration and condition of supply per manufacturing and engineering requirements• be accountable for the accuracy of engineering data transmitted to suppliers at the correct configuration, scope and timing• be accountable to ensure the team operate within the functional and operational budgets• be accountable for the team's participation and leadership in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment• Accountable for the team's participation and leadership in RCCA activities using problem solving tools in accordance with company procedures and guidelines• Be accountable for the team's leadership in communications with suppliers and production request for engineering assistance with accurate answers per the applicable procedures• Be accountable for the team's leadership and participation on activities with tooling organisation to identify effective tooling and equipment for manufacturing• plan necessary training to develop Engineers to be equipped with relevant Engineering knowledge and skills• be accountable for meeting measurable annual individual performance goals cascaded from and aligned to higher organisation level goals• be accountable to ensure the team's compliance to the Code of Ethics and Business Conducts, 5S, health and safety policies, and all applicable customer standards	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. revise human factors and basic error management in the aviation context 2. regulate Basic Regulation Requirements 3. interpret, Review Company Procedures 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective communication in workplace within the company and with customer 	5	<ul style="list-style-type: none"> • Effective Communication Course • Effective Managerial Skill Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. good presentation skills 2. provide guidance to the Process Engineer 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course • Effective Managerial Skill Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	procedures		
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Engineering Staff in applying up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training • Management Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 2. review the change management control under Engineering department 	5	<ul style="list-style-type: none"> • Change Management Training Control • ISO 10007 Configuration management Training • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Possess critical thinking and strong decision-making skills 2. Possess evaluation skill for the risk analysis towards meeting company target in line with technical decision aspect 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. take ownership & have integrity on the job that has been assigned 2. do self-regulating and reporting to superior as an Engineer 3. work on meeting the individual & company Key Performance Indicator (KPI) 	4	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	4. review on the Process Engineering progress & accomplishment		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead engineering team to identify and extract information from engineering drawings, CAD models and standards for manufacturing solutions 2. identify change details and direct impacts brought by customer, engineering or standard changes based on change procedure 3. develop and maintain product bill of materials and configuration to the valid customer-specified configuration 4. develop and maintain clear manufacturing process sequence and technique documents for compliance, ease and efficiency of manufacturing 5. develop and maintain purchased parts configuration and condition of supply per manufacturing and engineering requirements 6. review, revise and transmit engineering data to suppliers at the correct configuration, scope and timing 7. participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and 	7	<ul style="list-style-type: none"> • Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) • Basic Training of Aircraft Assembly Processes • Lean Manufacturing Training • Metal Machining Training • Sheet Metal Fabrication Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>containment</p> <p>8. respond to supplier and production request for engineering assistance with accurate answers per the applicable procedures</p> <p>9. support activities with tooling organisation to identify effective tooling and equipment for manufacturing</p> <p>10. support qualification activity- part (TP, FPQ, PPV, FAI) process and equipment (EQP)</p>		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> review and implement root cause and corrective actions per 9S Methodology review and implement Poka-Yoke (mistake proofing) to prevent errors in manufacturing processes determine standard time for manufacturing processes identify and deliver Kaizen projects encourage engineering team to implement 5S at workplace 	6	<ul style="list-style-type: none"> 5S Training EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) Poka-Yoke (Mistake Proofing) Awareness Training Kaizen Training Lean Six Sigma
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> plan and manage own tasks to achieve deadlines support project leaders in completing projects as planned 	6	<ul style="list-style-type: none"> Project Management Training (basics)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 2. support and deliver corrective actions (if any) in certifications and surveillance audits 3. support and deliver key business deliverables per APQP requirements 	<p>6</p>	<ul style="list-style-type: none"> • Internal Company Procedures Course • APQP Training • AS9100 Audit Training • NADCAP Audit Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support special process qualifications per customer requirements 2. support on product Qualification prior mass production run 	<p>6</p>	<ul style="list-style-type: none"> • Process Specifications Training
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, revise and apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes: <ul style="list-style-type: none"> • Composite manufacturing • Metal machining • Sheet metal fabrication • Heat Treatments • Basics of Non-destructive Inspection (Ultrasonic) • Fundamentals of Tool Design for 	<p>7</p>	<ul style="list-style-type: none"> • Engineering Drawings • Engineering Dataset Interpretation • Basics of CATIA/Enovia • ASME Y14.5 GD&T Training • Materials & Process Specifications Training (based on customer) • ERP (e.g. SAP) System Training • Work Instruction System Training • Control of Non-Conformance (MRB) Training • PLM System

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Composites process</p> <ul style="list-style-type: none">• Fundamentals of Tools, Jigs and Fixtures• Trimming and Drilling• Fastening, Riveting, Torque Tightening• Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly• Lean Manufacturing• Painting		<p>Training</p> <ul style="list-style-type: none">• Assembly and Tooling Conceptualisation Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Welding Manager/Coordinator			Level: 7
<p>Job Description:</p> <p>The Welding Manager/Coordinator is responsible for all welding activities and shall manage and coordinate welding operations in order to establish confidence in weld quality and to ensure reliable performance in service.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. plan welding operations <ul style="list-style-type: none"> • review of technical requirements • review of welder qualifications • review of business capabilities to meet project requirements and acquiring new capabilities (e.g. equipment, knowledge) • production planning of welding and related operations • design and qualification of welding procedures <ul style="list-style-type: none"> - welding equipment and consumables selection - work instructions 2. Supervise welding operations to ensure technical and quality requirements are met 3. Inspection (providing technical welding knowledge to assist quality assurance activities) <ul style="list-style-type: none"> • inspection and testing before welding (e.g. material and consumables) • inspection and testing during welding, ensuring inspection scheduling is correct to ensure quality requirements are met and reliable service is obtained • inspection and testing after welding 4. Post weld operations <ul style="list-style-type: none"> • stress relieving 5. Non-conformance and corrective actions <ul style="list-style-type: none"> • provide welding technical knowledge to assist in root cause and corrective actions of welding related issues 6. Ensure identification and traceability and quality record systems are implemented and maintained in the welding department for production, welder qualification and audit requirements 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. revise human factors and basic error management regulations in aviation context 2. understand and implement Human Factors and Error Management with subordinates 3. interpret, Review, Verify and Apply 	3	<ul style="list-style-type: none"> • Malaysian Civil Aviation Regulations (MCA) 2016 • Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notices (AN6501) • EASA & FAA Regulations • Air Legislation and Company Procedures

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Principles of the National Aviation Authority Aviation Legislation with the company procedures</p> <p>4. apply Principles of the National Aviation Authority Aviation Legislation to the Company Procedures</p>		<ul style="list-style-type: none"> • Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage workplace communication through the implementation of communication strategies and mechanisms throughout different organisation levels 2. manage communication sessions with others through discussion, presentation and social skill 	4	<ul style="list-style-type: none"> • Civil Aviation Authority of Malaysia Airworthiness Guidance (AG) 1101 • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate social skills in executing, monitoring and closing specific projects 2. assist and supervise subordinates in job assignments to the standards of the company and Airworthiness Authorities 	4	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Skill Course • Teamwork Course • Conflict Management Training • Train-the-Trainer

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Etiquette Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethical practises when supervising other people/subordinates 2. manage subordinate's reporting fairly , fair workload assignment and delegation to ensure work continuity 		<ul style="list-style-type: none"> • Effective communication course
<p>Health, Safety and Environment</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. supervise Manufacturing Work for Workplace Safety and Health 3. develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
<p>Using Technology</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise Information Technology tools and technique throughout the organisation 2. implement latest technology in welding to improve quality, reduce cost and reduce waste 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform staff Personal Competency Assessment (PCA) 2. provide assistance and support to higher level (e.g. Foreman) on staff and production matters 3. function as an effective supervisor at operational level 4. review on-the-job training programmes of staff 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere to engineering change control requirements for compliance and process improvement activities 	4	<ul style="list-style-type: none"> • ASD9100 Training • NADCAP Training • Airbus/Boeing/Engine manufacturer change control procedures

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. produce procedures to maintain welding equipment, tooling, jigs, and instruments in a good working condition 2. create housekeeping routines and ensure tools are up-kept at working area at all time 3. identify and implement tools and equipment to carry out task 4. ensure high productivity and performance, efficient utilisation of manpower and avoid or minimise wastage 5. design and carry out test or fabrication as per approved documents 6. create from requirements and carry out the relevant asset care and OOE equipment checks prior to use 7. manage execution of fixture corrosion protection 	7	<ul style="list-style-type: none"> • CAA Malaysia Part M and Part 145 - detailed understanding • Basic Aircraft Maintenance Course • Acquired work experience through engagement in aviation MRO industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. encourage team to implement use of factory data management and manufacturing systems 2. encourage team to Implement procedures of accessing relevant and correct revision 	7	<ul style="list-style-type: none"> • Training in aerospace manufacturing systems such as PLM, MES, manufacturing cards, technical/work instructions • Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	documentation applicable to the manufacturing process in hand according to the organisations systems		
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and implement correct welding equipment and tooling with the proper techniques to ensure work output meets the standards required 2. verify, revise and Implement safe use of fixtures and work holding equipment within their work cell 3. describe their own roles and responsibilities within the work cell and how these contribute to the overall quality requirements 4. design and implement documentation to ensure all relevant quality data is captured 5. demonstrate best technique for production welding operations to ensure right first time 	7	<ul style="list-style-type: none"> • Training in aerospace manufacturing systems such as PLM, MES, manufacturing cards, technical/work instructions • Training in process documentation and work flows
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. design, implement and manage 5S Techniques 2. design, implement and manage welding Improvement Techniques 3. conduct investigation to determine causes of regular and 	7	<ul style="list-style-type: none"> • 5S Training • Welding Techniques Training • Basic Defects Trouble Shooting Techniques • Technical Report Writing • Continuous Improvement Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>repeated welding defects and ensure necessary actions are taken for improvement</p> <p>4. implement quality and productivity improvements that can support the work</p>		
Project Management	<p>The ability to:</p> <p>1. demonstrate Operational Budget Management Perform Manufacturing Costing Estimation</p>	7	N/A
Quality	<p>The ability to:</p> <p>1. review and Apply Failure Mode and Effect Analysis Supervise Work Improvement Processes</p> <p>2. review and Apply Guided Innovation and Improvement Methods</p> <p>3. understand and implement Lean Six Sigma</p> <p>4. manage Process Improvement</p> <p>5. review and Apply Quality Systems</p> <p>6. review and Implement QMS system into the welding area to capture and control welding data</p>	7	<ul style="list-style-type: none"> • AS9100D • NADCAP • Six Sigma • Lean Principles • PI • PFMEA • Internal Company Procedures Training • CAAM Audit Training
Specialised Processes	<p>The ability to:</p> <p>1. have detailed theoretical knowledge of welding and material principles to ensure reliable service</p>	7	<ul style="list-style-type: none"> • International Welding Engineer/Technologist/Specialist

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	performance		
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret Technical Drawings and Blueprints 2. maintain and update documents 3. write, review, maintain and improve processes and procedures to ensure compliance with latest standards 4. select Aerospace materials and hardware (Advanced) 	7	<ul style="list-style-type: none"> • In-house Welding Course (In-House Welding Certification & Renewal)- Impact of Poor Welding Quality on an aircraft airworthiness and safety • Effective Welding Process Training following NOSS TP-074-3: 2012

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Head of Engineering			Level: 8
<p>Job Description:</p> <p>The Head of Engineering's role is to effectively manage the resources, activities, budget, succession planning and product configuration under the Engineering department scope of work able to support the company plan & target KPI.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • execute committed goals in Key Performance Indices (KPI) for safety, quality, value performance as well as the morale of the Engineering section • utilise best practice engineering methods and provide technical guidance for engineering improvement initiatives • ensure all engineering projects, initiative and processes are in conformance with company's establish policies and objective • manage on department budget • manage engineering resources and coordinate the engineering activities • manage on trial and technical analysis of new work statement including process capability development • review and ensure the right performance of engineering staffs • establish a succession plan and skill development • manage and ensure the successful of new product transfer • review and ensure BOM in the system is updated and competitive for company-wide reference • create and implement maintenance procedures • oversee performance Review of Engineering Staff 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. revise human factors and basic error management in the aviation context 2. regulate Basic Regulation Requirements 3. interpret, Review Company Procedures 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. clearly communicate complex ideas and technical project plans 2. persuade others to change existing practices 	5	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. highlight work-related matters to superiors responsibly 2. Play the role as a team member 3. Possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 4. Able to hold small team workshops to advise and train colleagues 	5	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and comply to company Environment, Health & Safety regulation 2. understand and comply to Material Safety Data Sheet (MSDS) in handling the material 3. supervise Manufacturing Work for Workplace Safety and Health 4. develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan 	5	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training • OSHA and HSE Awareness Training • Working at Height & Confined Space Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Engineering Staff in applying up- 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	to-date Information Technology, technique and procedures		
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and a company staff 2. create a conducive environment in workplace through communication and association 3. manage departmental operation and function 	5	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training • Leadership or Management Skills Training • PCA Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and revise the importance and requirement of Change Management in control the changes related to customer & internal 2. review the change management control under Engineering department 	5	<ul style="list-style-type: none"> • Change Management Training Control • AS9100 Control of Changes • Company Change Management Procedure
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. Possess critical thinking and strong decision-making skills 2. Possess evaluation skill for the risk analysis towards meeting company target in-line with technical decision aspect 3. analyse department performance for improvement 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training • SWOT Analysis Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Workplace Ethics Management	The ability to: <ol style="list-style-type: none">1. take ownership & have integrity on the job that has been assigned2. do self-regulating and reporting to superior as a Manager3. work on meeting the individual & company Key Performance Indicator (KPI)4. review and revise the Engineering progress & accomplishment	5	<ul style="list-style-type: none">• Engineers Professional Code of Conduct and Ethics Training• HR Training (in-house or external)
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> demonstrate the basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> verify, revise and Approve the detail process instruction documentation which to be in line with the manufacturing requirement review and approve on new process development set up of new product transfer and new process improvement review and revise on Change Management process under Engineering lead activities with tooling organisation to identify effective tooling and equipment for manufacturing purpose 	7	<ul style="list-style-type: none"> Basic Training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) Basic Training of Aircraft Assembly Processes Lean Manufacturing Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> manage on subordinate RCCA approach approve standard time for manufacturing processes identify and deliver Kaizen projects lead and encourage team to implement 5S at workplace 	7	<ul style="list-style-type: none"> 5S Training Root cause analysis Training Poka-Yoke (Mistake Proofing) Awareness Training Kaizen Training Lean Six Sigma

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Project Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. plan and manage tasks to achieve deadlines 2. monitor project leaders in completing projects as planned 3. manage on the improvement project lead by Engineer 	<p>7</p>	<ul style="list-style-type: none"> • Project management training • Microsoft Project training
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage Corrective Action Board in validating non-conformances, identifying proper disposition and containment action 2. evaluate provide engineering correction and investigation for customer complaint 3. allocate support on internal audit activity 4. review and approve on the engineering correction & investigation plan 	<p>6</p>	<ul style="list-style-type: none"> • Internal Company Procedures Course • RCCA Tools Training • AS9100 Audit Training • NADCAP Audit Training • Control of Non-Conformance (MRB) Training • Auditor Training • APQP Training
<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage the processor and equipment qualification per customer requirements lead by Process Engineer 2. assign support on product Qualification prior mass production run 	<p>6</p>	<ul style="list-style-type: none"> • Qualification Specification Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> review, revise and apply knowledge in fundamentals (Theory & Operational) on the following manufacturing processes: <ul style="list-style-type: none"> Honeycomb Core processing Fundamentals of Layup processing Autoclave curing process Machining process for Composites Basics of Non-destructive Inspection for Composites (Ultrasonic) Fundamentals of Tool Design for Composites process Fundamentals of Tools, Jigs and Fixtures Tooling and Locating process for Aircraft Assembly Trimming and Drilling Fastening, Riveting, Torque Tightening Electrical Bonding, Paint and Sealant process for Aircraft manufacturing and Assembly Lean Manufacturing 	<p align="center">7</p>	<ul style="list-style-type: none"> Engineering Dataset Interpretation CATIA/ENOVIA Training GD&T Training Materials & Process Specifications Training Work Instruction System Training
<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> oversee inventory planning that would determine optimal quantity and timing of inventory to align it with sales and production needs 	<p align="center">7</p>	<ul style="list-style-type: none"> Supply Chain Management Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Engineering			
Job Title : Head of Plant			Level: 8
<p>Job Description:</p> <p>The Head of Plant has to plan, organise, direct, control and coordinate all manufacturing / production and support activities with the main focus of ensuring a profitable business operation with continuous engagements with customers for current and future business opportunities.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • plan and implement policies and legislation • plan, direct and coordinate activities concerning the production of goods • establish and direct operational and administrative procedures • monitor the plant operations at all stages, from raw materials/ consumables requirements to production and delivery/shipment schedule with relevant resources; mitigate possible risks and providing proactive solutions to challenges • liaise daily with sales division/ department on customers' confirmed requirements and plan the sequences of activities up to date efficiently and effectively • collaborate daily with relevant unit heads to update, keep up with dedicated schedule and oversee the on-going plan meets to customers' requirements • support and manage daily information network within the operation as a centralise business data centre: collate, digest, integrate and consolidate data from head units to summarise output • support the administration of company IT solutions to ensure data backup, hard drives etc. function efficiently • represent the organisation in its dealings with other divisions of the enterprise or with external agencies • negotiate with suppliers, customers and other organisations • identify business opportunities and determining the products to be manufactured • monitor budgetary estimates and controlling expenditure 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. revise human factors and basic error management in the aviation context 2. regulate Basic Regulation Requirements 3. interpret, Review Company Procedures 	3	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer contract requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. clearly communicate complex ideas and technical project plans 2. persuade others to change existing practices 	4	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. highlight work-related matters to superiors responsibly 2. play the role as a team member 3. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 4. hold small team workshops to advise and train colleagues 	3	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Skill Course • Teamwork Course
Workplace Ethics Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage subordinate's reporting fairly , fair workload assignment and delegation to ensure work continuity 	4	<ul style="list-style-type: none"> • Effective Communication Course
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Safety, Health, Security and Environment compliance (SHSE), OSHA, SMS, ISO, Environmental Act 2. supervise Manufacturing Work for Workplace Safety and Health 3. develop a Workplace Safety and Health Management System (WSHMS) 	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Implementation Plan		
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date Information Technology, technique and procedures 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. function effectively as an individual and as a member of a team 2. collaborate and work in a team effectively 3. develop personal effectiveness at operations level 4. understand personal development goals for career enhancement 5. maintain personal presentation and employability at operations level 6. apply emotional competence to manage self at the workplace 7. adapt to changes in the work environment 8. provide inputs for any changes or improvement-related work 	5	<ul style="list-style-type: none"> • Internal HR Management Training or equivalent • Leadership or Management Skills Training • PCA Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adhere to engineering change control requirements for compliance and process improvement activities 	4	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration or Master's in Business Administration
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. implement business strategy and planning system initiatives 2. implement and apply improvements arising from Organisational Analysis 3. achieve organisational targets 	4	<ul style="list-style-type: none"> • Relevant Programme/Module in Change Management as offered in Bachelor in Business Administration or Master's in Business Administration

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. make planning and undertaking scheduled maintenance 2. respond to breakdowns 3. diagnose faults 4. repair equipment 	5	<ul style="list-style-type: none"> • Acquired work experience through engagement in aviation manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. implement use of factory data management and manufacturing systems 2. implement procedures of accessing relevant and correct revision documentation applicable to the manufacturing process in hand according to the organisations systems 	6	<ul style="list-style-type: none"> • Training in manufacturing systems such as manufacturing cards, technical/work instructions • Training in process documentation and work flows
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and implement correct equipment and tooling with the proper techniques to ensure work output meets the standards required 2. implement safe use of fixtures and work holding equipment within their work cell 3. describe their own roles and responsibilities within the work cell and how these contribute to the overall quality requirements 	6	<ul style="list-style-type: none"> • Training in manufacturing systems such as manufacturing cards, technical/work instructions. • Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 4. design and implement documentation to ensure all relevant quality data is captured 5. demonstrate best technique for production welding operations to ensure right first time 		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. design, implement and manage 5S Techniques 2. design, implement and manage Process Improvement Techniques 3. conduct investigation to determine causes of regular and repeated welding defects and ensure necessary actions are taken for improvement 4. implement quality and productivity improvements that can support the work 	7	<ul style="list-style-type: none"> • 5S Training • Basic Defects Trouble Shooting Techniques • Technical Report Writing • Continuous Improvement Training • GD&T Training
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. provide Operational Budget Management 2. estimate Process Costing 	6	N/A
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply Failure Mode and Effect Analysis 2. supervise Work Improvement Processes 3. apply Guided Innovation and Improvement Methods 	7	<p>Courses related to the following disciplines or areas:</p> <ul style="list-style-type: none"> • AS9100 Training • APQP Training • NADCAP Training • Six Sigma Training • Lean Principles Training • Process Improvement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

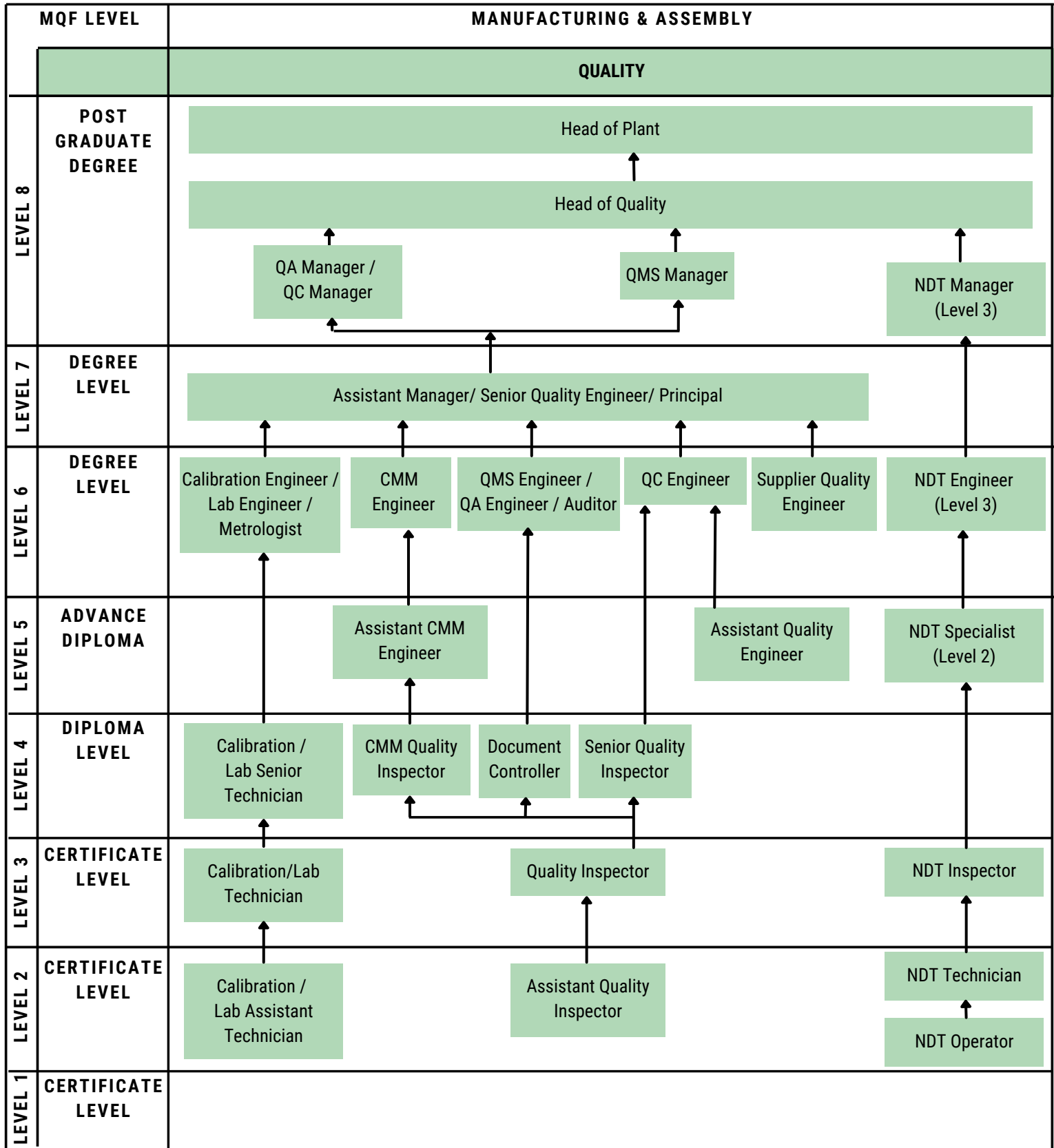
	<ol style="list-style-type: none"> 4. implement Lean Six Sigma 5. manage Process Improvement 6. apply Quality Systems 		<p>Training</p> <ul style="list-style-type: none"> • Productivity Improvement Training • Basic PFMEA Training • Internal Company Procedures Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have detailed theoretic knowledge of Manufacturing and fabrication principles to ensure reliable service performance 	7	<p>Relevant approved courses and training on any one of Specialised Processes workshops relevant to the Job Scope area :</p> <ul style="list-style-type: none"> • Repair Techniques for Composites • Welding Process • Chemical Cleaning and Surface Treatment • Painting • Heat Treatment • Non-Destructive Testing • Machining
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret Technical Drawings and Blueprints 2. maintain and update documents 3. write, review, maintain and improve processes and procedures to ensure compliance with latest standards 	6	N/A
Organisation Results	<p>The ability to:</p> <ol style="list-style-type: none"> 1. develop organisation's vision and mission statements 2. develop long term and mid-term business strategy and business plan 3. monitor organisational performance and develop reward 	5	<ul style="list-style-type: none"> • Post Graduate Business Management Studies - business acumen

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	strategies to lead achievement of results		
Finance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. endorse Financial and Treasury Management Policies, Systems, Budgets and Plans 2. set organisation's Finance Philosophy and Strategies 	4	<ul style="list-style-type: none"> • Management Finance Training • Management Accounting Training
Risk Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. endorse Risk Management Philosophy and Strategies 2. endorse the Principles of Corporate Governance and Compliance in the organisation 3. Set Risk Appetite and Risk Goals 	5	<ul style="list-style-type: none"> • SHSE, OSHA, SMS, Industrial Safety, Chemical Safety, Safety Awareness • Working at Height & Confined Space Training • Risk Management Training
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. provide effective demand planning that can improve the accuracy of revenue forecasts, align inventory levels with peaks and troughs in demand, and enhance profitability for a particular channel or product 	7	<ul style="list-style-type: none"> • Supply Chain Management Course

CAREER PATHWAY

- MANUFACTURING: QUALITY -



Division : Manufacturing			
Stream : Quality			
Job Title : Calibration Assistant Technician/Lab Assistant Technician			Level: 2
<p>Job Description:</p> <p>The Calibration Assistant Technician/Lab Assistant Technician should be able to support, maintain, test and repair a variety of instrumentation, equipment and to make sure that instruments, gauges and testing devices are calibrated correctly and give accurate readings in accordance with standard operating procedures (SOPs). They must be able to use hand tools for work requirements and interpret technical drawings and blue prints.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • support the calibration room set-up and maintenance activities • prepare the calibration documentations in accordance with the organisation procedures, AS9100, NADCAP and customer requirements • support incoming inspection of all calibration certificates and equipment received after their re-calibration or initial calibration including distribution of equipment's to relevant user • maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system • record the calibration label information and update Inspection Measuring and Testing Equipment (IMTE)/Monitoring and Measuring Equipment (MME) information in system 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand and apply Human Factors and Basic Error Management in daily work routines 	2	<ul style="list-style-type: none"> • Customer Specification and Regulation • Basic Aircraft Regulation • Company Procedures • Human Factors Awareness Training
	The ability to: <ol style="list-style-type: none"> 2. explain customer requirements on lab activity 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>The ability to:</p> <ol style="list-style-type: none"> 3. understand requirement of relevant organisation's quality management system (QMS), AS9100, NADCAP, SAMM, ISO/IEC 17025 and customer requirements 4. understand the requirement and importance of servicing, maintenance and calibration of equipment 	2	
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate and apply basic English communication at the workplace with reading and writing abilities 	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform based on the current position 	1	N/A
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Environmental Act		
Using Technology	The ability to: <ol style="list-style-type: none"> 1. apply up-to-date basic Information Technology, techniques and procedures in the aviation context 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. understand basic HR requirements 	1	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. explain the appropriate method or equipment to conduct the calibration 2. explain manual calibration utilising appropriate inspection method or equipment 3. explain the methods to record and store electronic calibration record & data 4. understand how to operate the laboratory equipment and associated software 5. describe mechanical test and process of mechanical measurement 6. understand how to operate the laboratory equipment and associated software 7. be competent in performing basic hand tool or equipment preventive maintenance activities 8. describe the shop floor Production/Quality boards (periodic check and sustainment) 	2	<ul style="list-style-type: none"> • Basic Maintenance Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>9. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM)</p>	3	<ul style="list-style-type: none"> • AM & PM Training
Operations and Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure that the condition, status, calibration and capability of the resources meet the requirements 2. define and verify component – and all other stated standards /requirements 3. adhere to calibration procedure 4. explain the requirements of the laboratory environment 	2	<ul style="list-style-type: none"> • Basic Hand Tool Handling Course • OJT Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 5. describe the process of solution measurement 	3	
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. locate, read, understand and follow machine and process based risk assessments for the area 2. explain testing sentencing and retest requirement 3. explain ways to identify and control non-conformance tools and gauges 	2	<ul style="list-style-type: none"> • Quality Awareness • Non-Conformance Training • Quality Requirement for the Equipment Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Specialised Processes	The ability to: 1. explain how to participate in a GR&R exercise, define and verify component	2	<ul style="list-style-type: none">• OJT Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Assistant Quality Inspector			Level: 2
<p>Job Description:</p> <p>The Assistant Quality Inspector should be able to perform general quality inspection and housekeeping tasks in accordance with standard operating procedures (SOPs). They must be able to use hand tools for work requirements and interpret technical drawings and blue prints. They are also required to adhere to the organisation's safety, health and quality systems, and support implementation of continuous improvement initiatives in the workplace.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ensure all preparation as per Standard Operating Procedure, work Instruction and job order requirement 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> understand and interpret Company Procedures understand and apply Human Factors and Basic Error Management interpret Basic Regulation Requirements (e.g. Including not limited to MCAR 2016, CAAM Airworthiness Notices, EASA & FAA) 	1	<ul style="list-style-type: none"> Customer Specification and Regulation Basic Aircraft Regulation Company Procedures Human Factors Awareness Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> communicate and apply basic English communication at the workplace with reading and writing abilities 	1	<ul style="list-style-type: none"> Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> interpret and able to ask if there is any suspicion inquiry liaise with quality personnel on defects 	1	N/A

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	status for further action/next process		
	3. maintain and develop personal effectiveness at operations level	3	
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors as a Technician 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act 2. check Personal Protective Equipment availability and condition 3. check safety requirements for hazardous chemical always kept in safe place/designated area 	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply up-to-date basic Information Technology, techniques and procedures in the aviation context 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	The ability to: 1. understand basic HR requirements	1	<ul style="list-style-type: none">• Internal HR Awareness Training or equivalent
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • AM & PM Training
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. understand the related basic manufacturing processes 2. use hand tools under supervision to perform work requirements 	2	<ul style="list-style-type: none"> • Basic Manufacturing Process Training
Operations and Production	The ability to: <ol style="list-style-type: none"> 1. understand the manufacturing requirement from customer 2. for composite part, able to do quality gate inspection during the production 	2	<ul style="list-style-type: none"> • OJT Training
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> 1. maintain work area such as 5S 	2	<ul style="list-style-type: none"> • 5S Implementation
Quality	The ability to: <ol style="list-style-type: none"> 1. check product appearance visually 2. determine type of visual defects 3. mark defect area 4. understand basic quality functions 5. understand and adhere to 	2	<ul style="list-style-type: none"> • Quality Awareness • Type of Defect

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	organisational quality systems, procedures and policies in order to carry out daily work accordingly		
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the technical sheet that is supplied and approved by customer 2. understand the work instruction, read technical drawing, engineering work order 3. understand how to use and read the relevant equipment 4. understand the process and procedures related to workshop 	2	<ul style="list-style-type: none"> • OJT Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : NDT Operator			Level: 2
<p>Job Description:</p> <p>The NDT Operator is responsible in preparation of part before undergoing the NDT Process.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • calibration, preparation and monitoring of NDT equipment before and during the NDT process • physical preparation of parts for NDT processes • perform Non-Destructive Testing (NDT) processes on components that may include magnetic & Fluorescent Penetrant Flaw Inspection (FPI) to Aerospace standards • follow non-conforming material control processes to document parts that do not meet specification • maintain compliance with company policies; quality, HSE etc. • may also be required to perform other duties as required by the company 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and interpret Company Procedures 2. understand and apply Human Factors and Basic Error Management 3. understand Aerospace Non-Destructive Testing (NDT) requirements and regulations 	1	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedure • Safety Management System Awareness Training • NDT Level 1 Certification • Human Factor Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate and apply basic English communication at the workplace with reading and writing abilities 	1	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethics, responsibilities and norms at the workplace 	2	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act 2. describe the radiation protection & emergency procedures 	2	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform basic data input and extraction using Microsoft Office spread sheet tools or equivalent 	2	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to HR requirements 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. understand and apply the aircraft/component in manufacturing processes in particular Part 145, EN4179 and Non-Destructive Testing (NDT) product manual 2. understand and apply the application of Non-Destructive Testing (NDT) concepts, principles and practical aspects of aircraft/component manufacturing 	2	<ul style="list-style-type: none"> • Basic Maintenance Training on NDT Equipment and Safety Handling • OJT or experiential training in the work area; Or
	The ability to: <ol style="list-style-type: none"> 3. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • Work area internship • Part M and Part 145 Training • Training that meets CAAM requirements stipulated in AN in aviation in service component • NDT Level 1 Method Training • AM & PM Training
Operations and Production	The ability to: <ol style="list-style-type: none"> 1. describe the eyesight requirement and explain its importance 2. explain the Inspection procedures and follow the steps outlined in the Technical Instruction 3. assist calibration and setting up of equipment <p>For NOSS Non-Destructive Testing, refer to MC-062-1, MC-062-2, MC-062-3 or M712-003-1:2017, M712-003-2:2017, M712-003-3:2017 or MC-117-1:2014, MC-117-2:2014, MC-117-3:2014 or MC-116-1:2014, MC-116-2:2014, MC-116-3:2014 or M712-006-3:2019, M712-006-2:2019, M712-006-1:2019</p>	3	<ul style="list-style-type: none"> • OJT or experiential training in the work area; Or <ul style="list-style-type: none"> • Work area internship
Productivity and	The ability to:	2	<ul style="list-style-type: none"> • OJT or

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Innovation	1. understand and execute production productivity processes and basic concepts of innovation		experiential training in the work area; Or <ul style="list-style-type: none"> • Work area internship
Project Management	The ability to: 1. understand basic project management principles in the daily operations	3	<ul style="list-style-type: none"> • OJT or experiential training in the work area; Or <ul style="list-style-type: none"> • Work area internship
Quality	The ability to: 1. understand Quality Management System (QMS) functions in order to support internal and external audits 2. explain the need to control non-conforming products	2	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training
Technical & Engineering Fundamentals	The ability to: 1. apply the concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to Non-Destructive Testing (NDT) application process	2	<ul style="list-style-type: none"> • Basic part Mechanical Drawing Training • Meeting Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notice (AN) 1101 Training Requirements; Or <ul style="list-style-type: none"> • NDT level 1 certification in related method
	The ability to: 2. support the development of Non-Destructive Testing (NDT) technique and NDT written practice in accordance with applicable airworthiness requirements, showing the	2	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>compliance with National Aviation Authority (NAA) requirements</p> <p>3. apply organisation's approved NDT methods in order to comply with customer's requirement and NDT personnel requirement</p> <p>4. understand how to process Work Instruction/ Manuals/ Technical Drawing on the specific method based on customer's specification</p>		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : NDT Technician			Level: 2
<p>Job Description:</p> <p>The NDT Technician supports operations by performing the NDT inspection/process within their limitation and ensuring all NDT matter in operation or quality requirement are met. They have to ensure NDT process related to their method meets the operation requirement is in accordance with production planning projection. They work closely with NDT Inspector in all NDT matters.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • process parts, document results and perform equipment standardisation in accordance with organisation approved work instructions; • carry out any necessary preparation of parts before or after testing in accordance with organisation approved work instructions; • familiarise with the NDT processes, NDT equipment and NDT processes control checks • assist NDT Inspector to perform NDT task • control inventory of tooling & equipment of NDT Section and monitor the calibration status • maintain record of tasks, documentation and test results in an orderly manner • carry out tasks as assigned by the NDT Inspector • perform general upkeep and administration of NDT Office • comply with the safety, housekeeping, tool control and FOD prevention programmes and other requirements 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret Air Legislation and Company Procedures 2. understand and apply Human Factors and Basic Error Management in daily work routines 3. understand and comply with customer's specific requirement and NADCAP requirement [Including NDT NAS410/EN4179] requirement and international standard processing requirement per each method involve] 	2	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedure • Safety Management System Awareness Training • NDT Level 1 Certification • Human Factor Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. communicate and apply basic English communication at the workplace with reading and writing abilities	1	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required
Etiquette Management	The ability to: 1. understand and commit to professional ethics , responsibilities and norms at the workplace	2	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent
Health, Safety and Environment	The ability to: 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act 2. describe the radiation protection & emergency procedures	2	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
Using Technology	The ability to: 1. perform basic data input and extraction using Microsoft Office spread sheet tools or equivalent	2	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: 1. understand and adhere to HR requirements	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
<p>Maintenance</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	<p>3</p>	<ul style="list-style-type: none"> • Basic Maintenance Training on NDT equipment and safety handling • AM & PM Training • OJT or experiential training in the work area; <p align="center">Or</p> <ul style="list-style-type: none"> • Work area internship • Part M and Part 145 Training • Training that meets CAAM requirements stipulated in AN in aviation in service component • NDT Level 1 Method Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 2. understand and apply the application of Non-Destructive Testing (NDT) concepts, principles and practical aspects of aircraft/component manufacturing 	<p>2</p>	
<p>Operations and Production</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. describe the eyesight requirement and explain its importance 2. explain the Inspection procedures and follow the steps outlined in the Technical Instruction 3. perform calibration requirement correctly 4. explain the process of setting up the equipment <p>For NOSS Non-Destructive Testing, refer to MC-062-1, MC-062-2, MC-062-3 or M712-003-1:2017, M712-003-2:2017, M712-003-3:2017 or MC-117-1:2014, MC-117-2:2014, MC-117-3:2014 or MC-116-1:2014 ,MC-116-</p>	<p>3</p>	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p align="center">Or</p> <ul style="list-style-type: none"> • Work area internship

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	2:2014 ,MC-116-3:2014 or M712-006-3:2019,M712-006-2:2019, M712-006-1:2019		
Productivity and Innovation	The ability to: 1. understand and execute production productivity processes and basic concepts of innovation	3	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p align="center">Or</p> <ul style="list-style-type: none"> • Work area internship
Project Management	The ability to: 1. understand basic project management principles in the daily operations	3	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p align="center">Or</p> <ul style="list-style-type: none"> • Work area internship
Quality	The ability to: 1. understand Quality Management System (QMS) functions in order to support internal and external audits	2	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training • Basic Calibration Training
	The ability to: 2. identify control non-conforming products and report to superior 3. provide input for customer/3rd party NDT audits as well as auditing internal NDT system to ensure compliance	3	
Specialised Processes	The ability to: 1. describe the requirements for rework and follow the steps outlined in the procedure	3	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p align="center">Or</p> <ul style="list-style-type: none"> • Work area internship

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Technical & Engineering Fundamentals	The ability to:		<ul style="list-style-type: none"> • Basic part Mechanical Drawing Training • Meeting Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notice (AN) 1101 Training Requirements; <p align="center">Or</p> <ul style="list-style-type: none"> • NDT Level 1 Certification in related method
	1. understand how to process Work Instruction/ Manuals/ Technical Drawing on the specific method based on customer's specification	2	
	The ability to:		
	2. apply the concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to Non-Destructive Testing (NDT) application process	3	
	The ability to:		
	3. ensure NDT methods used are comply with customer's requirement and NDT personnel requirement	4	
	4. ensure all work done based on latest requirement & regulations		
	5. provide input for development of Non-Destructive Testing (NDT) technique and NDT written practice in accordance with applicable airworthiness requirements, showing the compliance with National Aviation Authority (NAA) requirements		

Division : Manufacturing			
Stream : Quality			
Job Title : Calibration Technician/Lab Technician			Level: 3
<p>Job Description:</p> <p>The Calibration Technician or Lab Technician should be able to maintain, test and repair a variety of instrumentation, equipment and to make sure that instruments, gauges and testing devices are calibrated correctly and give accurate readings in accordance with standard operating procedures (SOPs). They are responsible to perform routine sampling, metallurgical lab test work, and data entry/analysis. They must be able to use hand tools for work requirements and interpret technical drawings and blue prints.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • involvement in daily calibration activities including daily checks of the calibration room and the shop floor to ensure all equipment are within their calibration cycle • maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system, compliance to QMS, AS9100, NADCAP and customer requirements • carry out calibration activities according to procedure/instruction and specification by using appropriate master equipment • comply with the safety, housekeeping, tool control and prevention programmes and other requirements • prepare the calibration documentations in accordance with the organisation procedures, AS9100, ISO/IEC 17025, NADCAP and customer requirements • perform income inspection of all calibration certificate and equipment received after their re-calibration or initial calibration • assist in all Laboratory Quality Assurance activities • liaise with client on technical relevant matter whenever necessary • ensure all calibrated equipment affixed with the Calibration Sticker with correct information and update Inspection Measuring and Testing Equipment (IMTE) / Monitoring and Measuring Equipment (MME) information in system • mentor the Calibration Lab Assistant Technician • carry out record retentions activities of calibration report/certificate and to be able to provide necessary records when needed including storage of documents 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand requirement of relevant organisation's quality management system (QMS), AS9100, NADCAP, SAMM and customer requirements 2. perform lab best practice as per 	2	<ul style="list-style-type: none"> • Customer Specification and Regulation • Basic Aircraft Regulation • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>ISO17025</p> <p>3. understand and apply Human Factors and Basic Error Management in daily work routines</p>		
Communications	<p>The ability to:</p> <p>1. communicate and apply basic English communication at the workplace with reading and writing abilities</p>	1	<ul style="list-style-type: none"> • Basic Communication Course
Interpersonal Skill	<p>The ability to:</p> <p>1. assists Calibration Lab Senior Technician in monitoring and guiding a group of Technician in daily basis shop floor performance (Quality and Delivery)</p> <p>2. trouble shooting the equipment on the production</p> <p>3. guide, mentor and train subordinates</p>	2	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Etiquette Management	<p>The ability to:</p> <p>1. do self-regulating and reporting to superiors</p> <p>2. adhere to rules & regulation, disciplinary and code of conduct</p>	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <p>1. understand Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO,</p>	1	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Environmental Act		
Using Technology	The ability to: <ol style="list-style-type: none"> 1. apply up-to-date basic Information Technology, techniques and procedures in the aviation context 	1	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. develop personal effectiveness at operations level 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate basic machine and process-based risk assessments for the area 2. demonstrate manual calibration utilising appropriate inspection method or equipment 3. demonstrate the appropriate method or equipment to conduct the calibration 4. perform the basic functions of the Calibration management software 5. schedule the needs for servicing, maintenance and calibration of equipment requirement 6. demonstrate compliance towards the shop floor Production/Quality boards (periodic check and sustainment) 7. demonstrate the concept of Preventive Maintenance and its importance 8. perform relevant asset care and safety checks as required 9. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • Basic Maintenance Course • AM & PM Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Operations Production</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate that the condition, status, calibration and capability of the resources meet the requirements 2. demonstrate the calibration and care of the following Inspection Measuring Tools and that its use is in accordance with the specified requirements and intended use 3. demonstrate traceability of lap shear preparation process and its associated documents 4. describe the process of solution measurement 5. perform calibration procedure as per company calibration procedure and customer requirements 6. perform equipment labelling/markings after the calibration process 7. prepare test pieces and conduct mechanical testing and measurement 8. support the management of measuring equipment requirement 9. use the calibration monitoring system 10. establishing methods to avoid potential interruptions that may result from unauthorised egress / interference 	<p>3</p>	<ul style="list-style-type: none"> • Basic Hand Tool Handling Course • OJT Training and Competency Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>The ability to:</p> <ol style="list-style-type: none"> 11. operate the laboratory equipment and associated software 	4	
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. planning calibration tasks well in advance whilst taking into account potential changing circumstances in accordance with specified standards and requirements 	4	N/A
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate basic ways to identify and control non-conformance tools and gauges 2. apply record retention requirement as per company procedure 3. perform testing sentencing and retest requirement 	3	<ul style="list-style-type: none"> • Quality Awareness • Non-Conformance Training • Quality Requirement for the Equipment Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. participate in a GR&R exercise, define and verify component 	3	<ul style="list-style-type: none"> • Work Instruction • OJT Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. write and produce calibration reports clearly and accurately in accordance with the requirements 	3	<ul style="list-style-type: none"> • Calibration Report/Certificate Training • OJT Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Quality Inspector			Level: 3
<p>Job Description:</p> <p>The Quality Inspector monitors the quality of incoming and outgoing products or materials for the company/industry. They are assigned to monitor while the manufacturing process is done by means of measurement, and visual. Their duties include identifying defects and working on parts of the production floor.</p>			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the Quality Inspection Instruction (QII) and other regulations that have been confirmed by Quality Management set by the organisation 2. understand and apply Human Factors and Basic Error Management in daily work routines 	2	<ul style="list-style-type: none"> • Quality System • Process Control Procedure Aerospace Standard - Manufacturing Safety • Human Factor Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective communication at the workplace 2. prepare and brief reports and checklist using standard form 	2	<ul style="list-style-type: none"> • Basic Communication Course
	<p>The ability to:</p> <ol style="list-style-type: none"> 3. provide accurate information based on documents such as Quality Procedure Manual and Company Approval Procedure 	3	
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have external and inter departmental 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	engagement		<ul style="list-style-type: none"> • Effective Leadership and Management Course • Effective Supervisory Course
	2. highlight work related matters to superiors responsibly	2	
Etiquette Management	The ability to: <ol style="list-style-type: none"> 1. comply with and follow chain of command 2. meticulous checking documentation 	3	<ul style="list-style-type: none"> • Internal Awareness Training or equivalent
	The ability to: <ol style="list-style-type: none"> 3. be firm and strictly in dealing with processes that do not follow customer procedures, specifications and requirements and highlight to supervisor 	2	
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act 2. obtain information on any incidents that occur and record in the incident report form 3. demonstrate ability to comply with safety and PPE usage 	2	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	The ability to: <ol style="list-style-type: none"> 1. perform basic data input and extraction using Microsoft Office 	2	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	spread sheet tools or equivalent		
Human Resources & Management Skills	The ability to: 1. understand and adhere to HR requirements	2	<ul style="list-style-type: none">• Internal HR Awareness Training or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 2. keep track of tool maintenance record based on AS9100 3. perform a range of preventive techniques that relate to their role of Inspector 4. describe, brief or explain the steps to prevent defects in the product 5. ensure the working environment conditions is according to customer requirements 	3	<ul style="list-style-type: none"> • Tools Calibration • Quality awareness • AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand manufacturing process related to organisation read engineering drawing and customer requirement 2. understand and able to get certainty about the specifications of a process or product in a particular document 3. understand the rules to separate rejected items from applicable items 4. identify what can and what cannot be accepted during the FAI process 5. record data during the 	3	<ul style="list-style-type: none"> • Customer Supplied Procedure • Foreign Object Damage • Operational Risk Control • Customer Specification • Defect and Root Cause • Methods of using inspection tools effectively

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>First Article Inspection (FAI) process</p> <p>6. monitor and control quality process flow</p>		
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate skill process how to avoid any defect and check to confirm no defect such as void (empty space), bridging for layup process and oblong, tiny crack for mechanical assembly 2. solve problem immediately if there is any defect of the panel during the process related to their role 3. be alert to processes that can cause defects in the product during process been execute 4. interpret process and inspection instructions from work instruction 5. monitor and instruct what should be done if the environment is out of specification 6. use correct equipment to measure, inspect and test 	3	<ul style="list-style-type: none"> • Quality Awareness • Problem Solving Skills
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform work with high productivity and performance, efficient utilisation of manpower and avoid or minimise wastage/defect 2. identify any improvement on the process/operation 	3	<ul style="list-style-type: none"> • Creative Analytical Thinking
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to 	1	<ul style="list-style-type: none"> • Process Control Procedure • Handling and

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>organisational quality systems, procedures and policies in order to carry out daily work accordingly</p>		Storage
	<p>The ability to:</p> <ol style="list-style-type: none"> 2. handling any material for the specified processes where contamination control is required 3. ensure proper handling of equipment and safety issue on daily work 4. describe the method for performing periodic inspection on production area 5. assist Investigate product non-conformance 6. ensure daily work performed adhere to organisational quality systems, procedures and policies 7. follow quality control plan 	3	
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. solve any troubleshoot malfunction of basic measurement equipment 	3	<ul style="list-style-type: none"> • Control of non-confirming output and product
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Aerospace Manufacturing activities and requirement 	3	<ul style="list-style-type: none"> • Quality Manual Procedure

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : NDT Inspector			Level: 3
<p>Job Description:</p> <p>The NDT Inspector supports operations by performing the NDT inspection/process within their limitation and ensuring all NDT matter in operation or quality requirement are met. They have to ensure NDT process related to their method meets the operation requirement is in accordance with production planning projection. They work closely with NDT Specialist and NDT Engineer in all NDT matters. They prepare, process and inspect aerospace and commercial parts and materials using NDT methods of fluorescent penetrant inspection (FPI) and radiography inspection (RT) and do laboratory check at the highest quality and safety standards accordance with applicable technical directives, specifications, quality standard and customer requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist NDT Specialist to perform NDT task • support NDT Specialist & NDT Engineer mentoring NDT Technician and NDT Operator personnel especially in OJT • participate in the development and documentation of NDT techniques or work instruction from approved general procedure • control inventory of tooling & equipment of NDT Section and monitor the calibration status • set up and standardise equipment, process parts, interpret and evaluate for acceptance or rejection, and documentations of result • maintain record of tasks, documentation and test results in an orderly manner • carry out tasks as assigned by the NDT Specialist • perform general upkeep and administration of NDT Office • comply with the safety, housekeeping, tool control and FOD prevention programmes and other requirements • entry level supervisory role 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret Air Legislation and Company Procedures 2. understand and apply Human Factors and Basic Error Management in daily work routines 3. understand and comply with customer's specific requirement and NADCAP requirement <p>[Including NDT NAS410/EN4179]</p>	2	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedure • Safety Management System Awareness Training • NDT Level 1 Certification • Human Factor Training • NADCAP Requirement and Audit Checklist Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	requirement and international standard processing requirement per each method involve]		
Communications	The ability to: <ol style="list-style-type: none"> 1. communicate with others through discussion, presentation and social skill 	2	<ul style="list-style-type: none"> • Basic Communication Course • Effective Corporate Communication Training or equivalent as required
	The ability to: <ol style="list-style-type: none"> 2. understand and apply effective communication techniques at the workplace 	3	
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> 1. have external and inter departmental engagement 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Etiquette Management	The ability to: <ol style="list-style-type: none"> 1. understand and commit to professional ethics, responsibilities and norm of technician practice 	3	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent
Health, Safety and Environment	The ability to: <ol style="list-style-type: none"> 1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor 2. understand and apply radiation safety and emergency 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	procedures when necessary		
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> perform basic data input and extraction using Microsoft Office spread sheet tools or equivalent 	2	<ul style="list-style-type: none"> Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> understand and adhere to HR policy and requirements 	4	<ul style="list-style-type: none"> Internal HR Awareness Training or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. competent in the application of Non-Destructive Testing (NDT) concepts, principles and practical aspects of aircraft/component manufacturing 2. demonstrate compliance towards the shop floor Production/Quality boards (periodic check and sustainment) 3. demonstrate the concept and implementation of Preventive Maintenance and its importance 4. explain the importance of calibration of all required gauges and equipment as per requirement 5. schedule relevant asset care and safety checks 	4	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship • Part M and Part 145 Training • Training that meets CAAM requirements stipulated in AN in aviation in service component • NDT Level 2 Method Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 6. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 7. demonstrate compliance towards the shop floor Production/Quality boards (periodic check and sustainment) 	3	<ul style="list-style-type: none"> • AM & PM Training • Basic Maintenance Training to maintain NDT equipment, safety handling & facility

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Operations and Productions</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. describe on how to use the measurement tools e.g. Vernier calliper and Lupe scale 2. Explain the process of control of record (inspection result, process control check etc.) 3. describe visual inspection requirements and follow the steps outlined in the visual inspection procedure and Technical Instruction 4. perform NDT testing on the equipment/part as per Technical Instruction <p>For NOSS Non-Destructive Testing, refer to MC-062-1, MC-062-2, MC-062-3 or M712-003-1:2017,M712-003-2:2017, M712-003-3:2017 or MC-117-1:2014,MC-117-2:2014, MC-117-3:2014 or MC-116-1:2014 ,MC-116-2:2014 ,MC-116-3:2014 or M712-006-3:2019,M712-006-2:2019, M712-006-1:2019</p>	<p>4</p>	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship
<p>Productivity and Innovation</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and execute production productivity processes and basic concepts of innovation 	<p>3</p>	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand project management principles in the daily operations 	4	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand Quality Management System (QMS) functions in order to support internal and external audits 	2	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training • Auditor Training (AS9100 / ISO9001) • Basic Calibration Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 2. describe the necessary actions to be taken when non-conformance is detected 3. involve in customer / 3rd party NDT audits as well as auditing internal NDT system to ensure compliance 	4	
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. describe the viewing condition for Inspecting Images and its importance 	4	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply the concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to Non-Destructive Testing (NDT) application process 	3	<ul style="list-style-type: none"> • Advance part Mechanical Drawing Training, understand NDT processing terms & able to support NDT Level 3 to prepare NDT Work Instruction • Meeting Civil Aviation Authority

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 2. provide input for development of Non-Destructive Testing (NDT) technique and NDT written practice in accordance with applicable airworthiness requirements, showing the compliance with National Aviation Authority (NAA) requirements 3. ensure NDT methods used are comply with customer's requirement and NDT personnel requirement in the method involve 4. ensure all work done based on latest requirement & regulations 	4	<p>of Malaysia (CAAM) Airworthiness Notice (AN) 1101 Training Requirements;</p> <p>Or</p> <ul style="list-style-type: none"> • NDT level 1 certification in related method
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Division : Manufacturing			
Stream : Quality			
Job Title : Calibration/Lab Senior Technician			Level: 4
<p>Job Description:</p> <p>The Calibration/Lab Senior Technician should be able to maintain, test and repair a variety of instrumentation, equipment and to make sure that instruments, gauges and testing devices are calibrated correctly and give accurate readings in accordance with standard operating procedures (SOPs). They must be able to interpret technical drawings and blue prints.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • manage daily checks of the calibration room and the shop floor to ensure all equipment are within their calibration cycle • maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system, compliance to QMS, AS9100, NADCAP and customer requirements • read & interpret American Society of Testing Materials (ASTM) and International Organisation of Standardisation (ISO) standards and use information for the purpose of analysis • comply with the safety, housekeeping, tool control and prevention programmes and other requirements • control & monitor in and out internal/external equipment calibration expiry and due date activity • prepare the calibration documentations in accordance with the organisation procedures, AS9100, ISO/IEC 17025 NADCAP and customer requirements • perform incoming inspection of all calibration certificate and equipment received after their re-calibration or initial calibration including distribution of equipment to user • demonstrate adherence to calibration aspects activities and carry out onsite / offsite calibration work assigned and generate calibration reports appropriately and in a timely manner for in-house calibration • assist in all Laboratory Quality Assurance activities • liaise with user on technical relevant matter whenever necessary • ensure all record retentions activities of calibration report/certificate are carried out efficiently and to be able to provide necessary records when needed including storage of documents • create purchasing information related to purchase of equipment and calibration activities • ensure all the IMTE/MME information is up to date in the system 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand requirement of relevant organisation's quality management system (QMS), AS9100, NADCAP, SAMM and customer requirements 	2	<ul style="list-style-type: none"> • Customer Specification and Regulation • Basic Aircraft Regulation • Human Factors Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 2. perform lab best practice as per ISO17025 3. understand and apply Human Factors and Basic Error Management in daily work routines 		
	<p>The ability to:</p> <ol style="list-style-type: none"> 4. explain how to drive Lab Certification and Compliance 	3	
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. participates as a team member in problem resolution activities 	2	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply emotional competence to manage self at the workplace 2. identify the steps for problem solving to simple problem 	2	<ul style="list-style-type: none"> • Effective Leadership and Management Course • Effective Supervisory Course • Interpersonal Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 3. maintain and develop personal effectiveness at operations level 	3	
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	(SMS), ISO, Environmental Act on the shop floor		
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> collaborate and work in a team effectively 	3	<ul style="list-style-type: none"> Internal HR Awareness Training or equivalent
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> provide inputs for any changes or improvement to work environment to support a new approach or method of working demonstrate an ability to adapt to changes in the work environment by adopting a new approach or methods of working 	3	<ul style="list-style-type: none"> Change Management Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. manage all the measuring equipment requirement 2. demonstrate competence machine and process-based risk assessments for the area 3. establish the appropriate method or equipment to conduct the calibration 4. establish the methods to record and store electronic calibration record & data 5. write procedure for manual calibration utilising appropriate inspection method or equipment 6. demonstrate the concept and implementation of Preventive Maintenance and its importance 7. schedule relevant asset care and safety checks 8. schedule the needs for servicing, maintenance and calibration of equipment requirement 9. write a troubleshooting procedure as needed 	4	<ul style="list-style-type: none"> • 5S Implementation • Accreditation and Traceability • ISO/IEC 17025 • Calibration Software • In-House Procedure • AM & PM Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>The ability to:</p> <ol style="list-style-type: none"> 10. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 11. demonstrate compliance towards the shop floor Production/Quality boards (periodic check and sustainment) 	3	
Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate the use of Statistical Process Control (SPC) principles and use of SPC analysis tools 2. demonstrate firm adherence to calibration procedure 3. operate the laboratory equipment and associated software 4. organise and conduct mechanical testing as well as test piece preparation required as part of the part inspection to confirm product compliance in accordance with the design requirements 5. recommend any better equipment to improve the efficiency of the production 6. use the standard calibration management software 	4	<ul style="list-style-type: none"> • Accreditation and Traceability • ISO/IEC 17025 • Calibration software • In-House Procedure
	<p>The ability to:</p> <ol style="list-style-type: none"> 7. demonstrate that the condition, status, calibration and capability of the resources meet the 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>requirements</p> <p>8. demonstrate traceability of lap shear preparation process and its associated documents</p> <p>9. perform equipment labelling/marketing after the calibration process</p> <p>10. use the calibration monitoring system</p>		
Project Management	<p>The ability to:</p> <p>1. planning calibration tasks well in advance whilst taking into account potential changing circumstances in accordance with specified standards and requirements</p>	4	<ul style="list-style-type: none"> • Any KUTD or Management Software
Quality	<p>The ability to:</p> <p>1. perform the Corrective Actions and Preventive Actions (CAPA) and Problem Solving steps</p> <p>2. demonstrate the control of non-conforming product</p> <p>3. demonstrate ways to identify and control non-conformance tools and gauges</p> <p>4. perform the non-conformance management (control, containment, quarantine of parts, sentencing, scrap etc.)</p> <p>5. define and verify basic component meet the stated standards / requirements</p>	4	<ul style="list-style-type: none"> • Quality Awareness • Type of Defect • Quality Requirement for the Equipment Training • Basic Quality Course
	<p>The ability to:</p> <p>6. apply record retention</p>	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>requirement as per company procedure</p> <p>7. perform testing sentencing and retest requirement</p>		
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate the difference between CP and CPK indices for basic process 2. demonstrate the measurement system analysis (MSA) and correlation spread sheet 3. demonstrate the measurement for verification and validation; to ensure the integrity of measurement data and to ensure that the measurements achieve the design intent 	4	<ul style="list-style-type: none"> • APQP Training • Process Specifications Training • Work Instruction System Training • Sampling Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 4. participate in a GR&R exercise, define and verify component 	3	
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform daily work based on the work instruction, read technical drawing, engineering work order 2. ensure correct usage and measurement reading of the relevant equipment 3. perform correct process and procedures related to workshop 	4	<ul style="list-style-type: none"> • Materials & Process Specifications Training (based on customer) • Work Instruction System Training • Uncertainty Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 4. write and produce calibration reports 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	clearly and accurately in accordance with the requirements		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : CMM Quality Inspector			Level: 4
<p>Job Description:</p> <p>The CMM Quality Inspector will be responsible for checking, verifying and recording dimensions of production detail parts and assemblies using CMM inspection machines. They should have experience in reading the engineering's 2D drawings and 3D Models, as well as general knowledge of specifications interpretation. The overall daily skill needed and expectation for this role are:</p> <ul style="list-style-type: none"> • ability to understand and follow CMM alignment setup instructions • experience in operating CMM machines including understanding the standard CMM programing codes • hands on experience with hand tools such as callipers, scales, micrometres and height gauge • familiarity with aerospace GD&T requirements <p>Responsibilities include:</p> <ul style="list-style-type: none"> • work from and interpret fairly complicated sketches, routings, product specifications, and quality requirements, to determine dimensions and tolerance specifications • maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system, compliance to QMS, AS9100, NADCAP and customer sets up dial bore and rail gages for production purposes • interpret and perform geometric dimensioning and tolerancing (GD&T) evaluations • demonstrate understanding of statistical process control principles • assist in performing receiving inspection operations, checking for conformance to specifications and PO requirements • perform standard operations on coordinate measuring machine (CMM), such as true position and alignment • examine material and product for surface defects, such as cracks, pits, dents, burrs, nicks, and incomplete welds • compare product with parts list or sample model to ensure completion of assembly 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret Air Legislation and Company Procedures 2. understand and apply Human Factors and Basic Error Management in daily work routines 	2	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedures • Safety Management System Awareness Training • Human Factors Training • NADCAP Requirement and Audit Checklist Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	The ability to: 1. use effective communication at the workplace	2	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required
Interpersonal Skill	The ability to: 1. have external and inter departmental engagement	3	<ul style="list-style-type: none"> • Interpersonal Training
Etiquette Management	The ability to: 1. demonstrate care and control over all types of documents at all times 2. understand and commit to professional ethics, responsibilities and norms at the workplace	2	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent
Health, Safety and Environment	The ability to: 1. understand Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act	2	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
Using Technology	The ability to: 1. perform data input, extraction and review using Microsoft Office spread sheet tools or equivalent	3	<ul style="list-style-type: none"> • Microsoft Office or equivalent software intermediate level

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	The ability to: 1. understand and adhere to HR requirements	2	<ul style="list-style-type: none">• Internal HR Awareness Training or equivalent• Corporate Management Training for the subject or equivalent
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. demonstrate the correct use of calibrating measuring equipment 2. schedule relevant asset care and safety checks 3. maintain CMM in clean and smooth condition to operate-daily maintenance 	4	<ul style="list-style-type: none"> • CMM Maintenance/ Calibration Training • AM & PM Training
	The ability to: <ol style="list-style-type: none"> 4. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 5. perform a range of preventive techniques that relate to their role of Inspector 	3	
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. demonstrate the use of CMM probe and artefact calibration 2. handle CMM and manual gauges 3. understand basic manufacturing process 	4	<ul style="list-style-type: none"> • OJT Training
Operations Production	The ability to: <ol style="list-style-type: none"> 1. demonstrate the usage of Coordinate Measurement software (PCDMIS) tools and is capable of applying these to a specific problem 2. perform manual over-check on CMS features using 	4	<ul style="list-style-type: none"> • OJT Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>identified relevant alternative equipment (when instructed by Quality Engineer)</p> <ol style="list-style-type: none"> 3. write Inspection Reports clearly and accurately in accordance with the requirements (e.g. Correction Documentation, Proof Inspection Reports) 4. present and communicate the Final Inspection related information clearly and accurately using a range of methods that are appropriate to the situation / audience 5. ensure that the condition, status, calibration and capability of the resources meet the requirements of organisation inspection plans 6. verify component – and all other stated standards / requirements that include: Company standards which details the Regulatory, Specific, Contractual / Customer and internal requirements 7. demonstrate the use of Statistical Process Control (SPC) principles and use of SPC analysis tools 		
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. explain the basic understanding of Root Cause Analysis (RCA) tools 2. demonstrate the 	<p align="center">4</p>	<ul style="list-style-type: none"> • OJT Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>methods and criteria for inspection</p> <ol style="list-style-type: none"> 3. understand and adhere to organisational quality systems, procedures and policies in order to carry out daily work accordingly 4. ensure CMM calibration record - every 2 years to be calibrated by manufacturers 		
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate the measurement system analysis (MSA) and correlation spread sheet 2. solve any troubleshoot malfunction measurement equipment 3. spot any miscellaneous and aware of work environment should anything is amiss 	4	<ul style="list-style-type: none"> • Internal Company Procedures Course • Basic Training for Problem Solving's Method
	<p>The ability to:</p> <ol style="list-style-type: none"> 4. participate in a GR&R exercise, define and verify component 	3	
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret ISO / ASME Geometric Dimensioning and Tolerance symbols on Engineering Drawings 2. check all paperwork and ensure that the relevant Technical Instructions and drawings are available prior to commencing 	4	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering/ Manufacturing/ Design/Process , Electrical Engineering , Engineering in Aerospace, Aviation, Aircraft Maintenance or equivalent

	<p>the job</p> <ol style="list-style-type: none">3. interpret CMM data and action in accordance with the instruction when necessary4. interpret the dimensioning and tolerancing techniques shown on Engineering drawings5. interpret the terms, symbols and values shown on drawing for the texture control of component surfaces6. demonstrate the use of production system tool, Manufacturing Execution System (MES), to manage product non-conformance		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Document Controller			Level: 4
<p>Job Description:</p> <p>The Document Controller is responsible to maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system, compliance to QMS, AS9100, NADCAP and customer requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence • input document data into the standard registers ensuring that the information is accurate and up to date • generate various document control reports as required • make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable • maintain updated records of all approved documents and drawings and their distribution clearly • maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability • comply with the safety, housekeeping, tool control and prevention programmes and other requirements 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret Air Legislation and Company Procedures 2. understand and apply Human Factors and Basic Error Management in daily work routines 	2	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedures • Safety Management System Awareness Training • Human Factors Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. use effective communication at the workplace 	2	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have external and 	3	<ul style="list-style-type: none"> • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	inter departmental engagement		
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate care and control over all types of documents at all times 2. understand and commit to professional ethics, responsibilities and norms at the workplace 	2	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act 	2	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> • Microsoft Office or equivalent software intermediate level
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to HR requirements 	2	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate document retrieval process 2. demonstrate document traceability trail 3. describe document control procedures 4. implement allocation & control of documents within related software/procedures 5. implement document care 6. implement document numbering system 7. implement removal of obsolete documents through related software/procedures 8. implement revision control of documents within related software/procedures 9. perform the archiving process 10. update master register documents and upload unto related software/procedures 11. coordinate and manage internal and external audits 12. perform internal audit activity 13. plan internal and external audits 14. thoroughly use the quality and compliance management software 	4	<ul style="list-style-type: none"> • Internal Procedure Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. solve any 	4	<ul style="list-style-type: none"> • NADCAP Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>troubleshoot malfunction of related document management software</p> <ol style="list-style-type: none"> 2. spot any miscellaneous and obsolete document in work environment 3. describe NADCAP special process in company 		
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. keep update with all Notice to Supplier (NTS) from customer portal 2. inform NTS to respective owner and ensure review by them 3. manage NTS with respective owner effectively 	4	<ul style="list-style-type: none"> • Internal Procedure Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Senior Quality Inspector			Level: 4
<p>Job Description:</p> <p>The Senior Quality Inspector ensures the quality in the products or services of the organisation that they provide. They are not involved in the production of the product, but rather focus on the quality of the product produced.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • handle product non-conformance report • investigate product non-conformance • evaluate non-conformance disposition • execute product quality corrective action activity 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and perform task based on the Quality Inspection Instruction(QII) and other regulations that have been confirmed by Quality Management set by the organisation 2. explain the Human Factors and how they can affect the inspection processes and outcomes 3. execute inspection according to the guidelines set by the customer such as Work Instruction, Technical Notification, QPM and CAP 	3	<ul style="list-style-type: none"> • Quality System • Process Control Procedure Aerospace Standard - Manufacturing Safety • Human Factor Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate, converse and writing matters related to the production/shop floor 2. provide accurate information based on documents such as Quality Procedure 	3	<ul style="list-style-type: none"> • Basic Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Manual and Company Approval Procedure		
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have external and inter departmental engagement 2. have social and communication skills in executing, monitoring and managing shop floor operations 3. manage the subordinates in job assignments in the shop floor to the standards of the company 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course • Effective Leadership and Management Course • Effective Supervisory Course
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. comply with and follow chain of command 2. meticulous checking documentation 3. be firm and strictly in dealing with processes that do not follow customer procedures, specifications and requirements 	3	<ul style="list-style-type: none"> • Internal Awareness Training or equivalent
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor</p> <ol style="list-style-type: none"> 2. obtain information on any incidents that occur and record in the incident report form 3. demonstrate safety skills and PPE using 		<ul style="list-style-type: none"> • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to HR policy and requirements 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. ensure all inspection tools are in accurate condition before being used 	4	<ul style="list-style-type: none"> • Tools Calibration • Quality Awareness
	The ability to: <ol style="list-style-type: none"> 2. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 3. keep track of tool maintenance record based on AS9100 4. perform a range of preventive techniques that relate to their role of Inspector 5. describe, brief or explain the steps to prevent defects in the product 6. ensure the working environment conditions is according to customer requirements 	3	<ul style="list-style-type: none"> • AM & PM Training
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. recommend any necessary adjustments and changes to production processes 2. solve a technical problem if there are any defects in the panel and tools based on documents provided by the customer such as ABR, BAC, RPS and TN in theory or in practice 3. inspect complex part and high accuracy 	3	<ul style="list-style-type: none"> • Customer supplied procedure • Foreign Object Damage • Operational Risk Control • Customer specification

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	tolerance products		
	The ability to: 4. use proper equipment to check tolerances according to given specifications	4	<ul style="list-style-type: none"> • Defect and Root Cause • Methods of using inspection tools effectively
Operations and Production	The ability to: 1. develop quality subject training 2. maintain training syllabus record 3. interpret instructions contained in the customer's requirement document For NOSS Quality Assurance, refer to C282-003-5:2020, C282-003-4:2020	4	<ul style="list-style-type: none"> • Quality Awareness • Problem Solving Skills
	The ability to: 4. demonstrate skill process how to avoid any defect and check to confirm no defect such as void(empty space),bridging for layup process and oblong, tiny crack for mechanical assembly 5. monitor and instruct what should be done if the environment is out of specification 6. provide input/result to Quality engineer for MRB activities of reviewing and controlling nonconforming items within the company and customers	3	
Productivity and Innovation	The ability to: 1. analysis quality	4	<ul style="list-style-type: none"> • Creative Analytical Thinking

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>improvement</p> <p>2. execute Kaizen project</p>		
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. monitor and ensure production areas adhere to the quality management systems, procedures and policies in order to carry out daily work accordingly 2. understand all the causes of defects or damage in a particular process 3. share inspection techniques to junior inspector 	4	<ul style="list-style-type: none"> • Process Control Procedure • Handling and Storage
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. handle all processes according to customer requirements during the implementation of FAI and FPQ 2. perform handling return material due to Customer complaint (Quality Engineer) 3. identify any special tool needed for inspection - standard tool not capable to do the inspection 	3	<ul style="list-style-type: none"> • Control of non-confirming output and product

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Assistant CMM Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant CMM Engineer supports operations by performing the CMM processes within their limitation and ensuring all matters in operation or quality requirement are met. They have to ensure daily basic productivity operations are in accordance with production planning projection. They work closely with CMM Engineer.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • assist the CMM Engineer to determine, plan and recommend the acquisition or maintenance of appropriate test equipment necessary to develop and maintain the CMM machines • assist the CMM Engineer in checking that all supporting controlled documents and procedures in the section are regularly reviewed and revised to reflect the capabilities • monitor the calibration status of all CMM equipment used, probes and test pieces used by organisation and check that they are recalled before the expiry dates • capable of providing the necessary guidance and/or supervision to trainees • have a basic knowledge of relevant product manufacturing and inspection technology; • capable of developing work instructions from approved general procedures that will be certified by CMM Engineer final approval 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply Aerospace Standards AS9100 and ISO requirements 2. understand and implement Human Factors and Error Management in aviation context 	3	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedures • Safety Management System Awareness Training • Human Factors Training • NADCAP Requirement and Audit Checklist Awareness
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. communicate with others through discussion, presentation and social skill 2. understand and apply effective communication techniques at the workplace 	3	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	The ability to: 1. have external and inter departmental engagement	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course
Etiquette Management	The ability to: 1. understand and commit to professional ethics, responsibilities and norms at the workplace	2	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent
Health, Safety and Environment	The ability to: 1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor	3	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
Using Technology	The ability to: 1. perform basic data input and extraction using Microsoft Office spread sheet tools or equivalent	2	<ul style="list-style-type: none"> • Microsoft Office or equivalent software intermediate level
Human Resources & Management Skills	The ability to: 1. perform staff Personal Competency Assessment (PCA) 2. understand and adhere to HR policy and requirements	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. inspect equipment for serviceability, in accordance with safety practices and organisational procedures 2. conduct pre-operation checks and set up CMM and components to optimise measurement access 3. calibrate precision measurement machines 4. edit CMM programmes to incorporate component specification changes and to compensate for errors 5. measure, record and verify results for conformance to specification with intolerances 	5	<ul style="list-style-type: none"> • CMM Maintenance/ Calibration Training • AM & PM Training
	The ability to: <ol style="list-style-type: none"> 6. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	
Operations Production	The ability to: <ol style="list-style-type: none"> 1. set up and operate coordinate measuring machines (CMM) 2. manage hands-on practical and measuring techniques 	5	<ul style="list-style-type: none"> • CMM Programming Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>using various types of precision metrology equipment</p> <ol style="list-style-type: none"> 3. review measurements and conduct error analyses to correct inaccuracies 4. select proper instruments to measure precision engineering components 		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. propose alternative measurement methods to optimise measurement activities' values in different situations 2. determine potential methodologies for reducing measurement errors 	5	<ul style="list-style-type: none"> • 5S Training • Process Training • Innovation and Productivity Training • Kaizen Training • Lean Six Sigma
Quality	<p>The ability to</p> <ol style="list-style-type: none"> 1. conduct error analyses to identify system errors, random errors, measurement repeatability and uncertainties 2. understand and adhere to organisational quality systems, procedures and policies in development of work processes 	5	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify relevant drawings, job sheets, job specifications and additional documentation for the tasks, in accordance with job requirements 	5	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering/ Manufacturing/ Design/Process, Electrical Engineering , Engineering in Aerospace,

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

			Aviation, Aircraft Maintenance or equivalent
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Assistant Quality Engineer			Level: 5
<p>Job Description:</p> <p>The Assistant Quality Engineer performs a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. record, compile and keep customers' complaint permanently until the end of contracts which may be brought up for review or when required by the Quality Manager in the Management Review Meeting or Quality Review meeting 2. prepare the Quality Plan and get approval by Senior Quality Engineer before obtaining final approval 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply Aerospace Standards AS9100 and ISO requirements 2. describe and understand customer requirement/specification such as Technical Notification, QPM, CAP, AS9100 and NADCAP 3. understand and interpret technique and procedure of the organisation 4. understand and implement Human Factors and Error Management in aviation context 	3	<ul style="list-style-type: none"> • AS9100 Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement • NADCAP Requirement and Audit Checklist Awareness
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective workplace communication through the implementation of communication strategies and mechanisms 2. produce 	3	<ul style="list-style-type: none"> • Effective Communication Course • Communication technique in workplace

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	communication content for customer, coordinate customer meeting and coordinate with other internal department		
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have external and inter departmental engagement 2. present improvement results based on discussion with the production department to superior in order to handle complaint from customer 	3	<ul style="list-style-type: none"> • Leadership Course • Management Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor 2. accuracy in checking usage of environment and safety resources 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	1. perform staff Personal Competency Assessment (PCA)	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
	2. collaborate and work in a team effectively	3	
	3. understand and adhere to HR requirements	2	
Strategic Thinking	The ability to: <ol style="list-style-type: none"> 1. contribute to business strategic planning and suggest constructive idea 	3	<ul style="list-style-type: none"> • Waste Reducing

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. confirm remedial actions execution response 2. document product quality audits 3. perform product quality monitoring system 4. perform quality assurance programmes 5. respond to production quality matters and non-conformance action 6. verify product quality conformity 	4	<ul style="list-style-type: none"> • Company Quality Control Plan • Process Manufacturing Plan • Advance Product Quality Planning
Operations and Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. create and recommend standard inspection throughout the company which involves standard tools/equipment and process/pressure to be used while doing inspection 	4	<ul style="list-style-type: none"> • Internal Company Procedures Course
	<p>The ability to:</p> <ol style="list-style-type: none"> 2. make quality implementation methods as well as improvements to the method to make it easier to detect all things that can cause damage, defects and 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>threats</p> <p>3. create quality plan (inspection check sheet) for the technician/inspector</p>		
Productivity and Innovation	<p>The ability to:</p> <p>1. creating a training schedule linking technician/quality roles and actions on a daily basis with the goal of ensuring that employees understand exactly how their efforts and activities relate to organisational success</p>	4	<ul style="list-style-type: none"> • Train-the-Trainer • Innovation Management • Productivity Effective
Quality	<p>The ability to:</p> <p>1. assist internal audit</p> <p>2. perform internal examinations and audits on all process matters, material as well as the environment</p> <p>3. assist revise quality plan to ensure accuracy of requirement based on input by inspector</p> <p>4. interpret quality standards for products produced by the company as well as customers</p>	4	<ul style="list-style-type: none"> • Quality awareness compliant with customer specification • Internal programme for executing FAI and FPQ
	<p>The ability to:</p> <p>5. interpret and apply Quality Management System</p>	3	
Specialised Processes	<p>The ability to:</p> <p>1. coordinate activities to control inappropriate items inside companies and customers</p>	4	<ul style="list-style-type: none"> • Company Approval Procedure • Customer Product Specification

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	2. procure hand tools or machine tools that are suitable and quality with the process to be implemented		
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. experienced in making all manufacturing processes in production, as well as operating all hand tools and machines and developing SOPs 	4	<ul style="list-style-type: none"> • Quality Awareness

Division : Manufacturing	
Stream : Quality	
Job Title : NDT Specialist	Level: 5
<p>Job Description:</p> <p>The NDT Specialist supports operations by performing the NDT inspection/process within their limitation and ensuring all NDT matters in operation or quality requirement are met. They have to ensure daily basic productivity operations are in accordance with production planning projection. They work closely with NDT Engineer in all NDT matters.</p> <p>Responsibilities include :</p> <ul style="list-style-type: none"> • carry out all NDT tasks performed within the approved NDT Services Section capability • liaise with other department to ensure that all NDT tasks including calibration activities are carried out in a timely manner • assist the NDT Engineer to determine, plan and recommend the acquisition or maintenance of appropriate test equipment necessary to develop and maintain the NDT Services Section capabilities • assist the NDT Engineer in checking that all supporting controlled documents and procedures in the section are regularly reviewed and revised to reflect the capabilities • assist the NDT Engineer in ensuring that all test equipment's are regularly serviced and maintained as per manufacturer's recommendations. These records are filed and maintained in the section • support NDT Engineer mentoring NDT Inspector, NDT Technician and NDT Operator personnel especially in OJT • monitor the calibration status of all NDT equipment used, probe and test pieces used by organisation and check that they are recalled before the expiry dates • assist the NDT Engineer to identify suitable sub-contractors for NDT Services necessary for organisation • heavily involved in customer / 3rd party NDT audits as well as auditing internal NDT system to ensure compliance • liaise with design and manufacturing teams for analyses and investigations on work-induced defects • provide the necessary guidance and/or supervision to trainees and Level 1 personnel • basic knowledge of relevant product manufacturing and inspection technology • develop work instructions from approved general procedures that will be certified by NDT Engineer final approval 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and able to interpret technique and procedure of the organisation 2. understand and implement Human Factors and Error Management in aviation context 3. understand and review the Non-Destructive Testing (NDT) technique and procedures of organisation 4. understand and check work are according to customer's specific requirement and NADCAP requirement <p>[Including NDT NAS410/EN4179] requirement and international standard processing requirement per each method involve]</p>	3	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedure • Safety Management System Awareness Training • NDT Level 2 Certification • Human Factor Training • NADCAP Requirement and Audit Checklist Awareness
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and apply effective communication techniques at the workplace 2. maintain workplace communication and stakeholders engagements 	3	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have external and inter departmental engagement 	3	<ul style="list-style-type: none"> • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply ethical behaviour per AS9100D in order for compliance in daily activities 	3	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent • AS9100D Training
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act 	2	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 2. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor 	3	
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> • Microsoft Office or equivalent software intermediate level

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	The ability to: 1. collaborate and work in a team effectively	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent
	The ability to: 2. understand and adhere to HR policy and requirements	4	
Change Management	The ability to: 1. provide inputs for any changes or improvement to work environment to support a new approach or method of working 2. demonstrate an ability to adapt to changes in the work environment by adopting a new approach or methods of working	3	<ul style="list-style-type: none"> • Leadership or Management Skills Training
	The ability to: 3. adapt to changes in the work environment when changes to organisational structure, function or businesses occur	4	
Strategic Thinking	The ability to: 1. contribute to business strategic planning and suggest constructive idea	3	<ul style="list-style-type: none"> • Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform the application of Non-Destructive Testing (NDT) concepts, principles and practical aspects of aircraft/component manufacturing 2. execute correct service maintenance processes in particular Part 145, EN4179 and Non-Destructive Testing (NDT) product manual 	4	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship • Part M and Part 145 Training • Training that meets CAAM requirements stipulated in AN in aviation in service component • NDT Level 2 Method Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 3. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • AM & PM Training • Advance Maintenance Training to maintain NDT equipment facility
Operations and Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. designate appropriate NDT methods, techniques and procedures to be used for testing of manufactured components and parts 2. establish parameters for acceptance and rejection 3. ensure NDT documentation in accordance with regulatory and organisational requirements <p>For NOSS Non-Destructive Testing, refer to MC-062-1, MC-062-2, MC-062-3 or M712-003-1:2017,M712-</p>	4	<ul style="list-style-type: none"> • Lean Manufacturing Training & Eliminate Waste

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	003-2:2017, M712-003-3:2017 or MC-117-1:2014,MC-117-2:2014, MC-117-3:2014 or MC-116-1:2014 ,MC-116-2:2014 ,MC-116-3:2014 or M712-006-3:2019,M712-006-2:2019, M712-006-1:2019		
	The ability to: 4. demonstrate the concept of Overall Equipment Effectiveness (OEE)	3	
Productivity and Innovation	The ability to: 1. give inputs for production productivity processes and basic concepts of innovation	4	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <li style="text-align: center;">Or • Work Area internship
Project Management	The ability to: 1. understand basic project management principles in the daily operations	3	<ul style="list-style-type: none"> • Fundamentals of Project Management (PMP or PRINCE2 or equivalent)
	The ability to: 2. ensure adherence of NDT operations to standard operating procedures (SOPs)	2	
Quality	The ability to: 1. utilise Quality Management System (QMS) functions in order to support internal and external audits 2. conduct technical audits to ensure compliance with relevant standards and NDT requirements 3. perform the necessary	4	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training • Internal Auditor Training (Specific to NDT) & QMS • APQP Training to meet new Quality Requirement • Lead Auditor Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>actions to be taken when non-conformance is detected</p> <p>4. involve in customer / 3rd party NDT audits as well as auditing internal NDT system to ensure compliance</p>		<p>(AS9100/ISO9001)</p> <ul style="list-style-type: none"> • Basic Calibration Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <p>1. provide input for development of Non-Destructive Testing (NDT) technique and NDT written practice in accordance with applicable airworthiness requirements, showing the compliance with National Aviation Authority (NAA) requirements</p> <p>2. ensure NDT methods used are comply with customer's requirement and NDT personnel requirement in the method involve</p> <p>3. ensure all work done based on latest requirement & regulations</p>	4	<ul style="list-style-type: none"> • Meeting Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notice (AN) 1101 Training Requirements; Or • NDT level 2 certification in related method • Bachelor Degree/Diploma in Engineering
	<p>4. apply the concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to Non-Destructive Testing (NDT) application process</p>	3	

Division : Manufacturing	
Stream : Quality	
Job Title : Calibration Engineer/Lab Engineer	Level: 6
<p>Job Description:</p> <p>The Calibration Engineer/Lab Engineer should be able to coordinate all calibration activities in the organisation from monitoring to approval, troubleshooting and act as customer focus point for any calibration items. They also have direct communication with OEMs, equipment suppliers and calibration test houses. They are responsible to ensure all equipment are fit for their intended use without any production stoppage.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • plan, monitor and maintain the calibration activities according to regulatory authorities, customers and accreditation bodies • plan, monitor and maintain onsite / offsite calibration work assigned • review, validate & approve calibration certificate / report including analyse results, statement of conformity & interpretation and technical validity and accuracy of information • responsible for all Calibration Laboratory Quality Assurance activities • liaise with client and external provider on technical relevant matter whenever necessary • maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system, compliance to QMS, AS9100, SAMM, NADCAP and customer requirements • comply with the safety, housekeeping, tool control and prevention programmes and other requirements • troubleshoot measurement problems and provide technical solutions related to calibration aspects • monitor and maintain the calibration team's accreditation, and applicable training and continuous development for calibration aspect activities • provide guidance/training to calibration technicians • create and maintain the Calibration aspects Procedure and/or Work Instructions in line with the applicable standards and customer requirements • investigate equipment non-conformances, systems and processes against the applicable standards and implement corrective action including driving relevant parties for calibration related to internal / external issues and to ensure implementation of robust corrective action • support special Process, NADCAP qualification and certifications and support in maintaining the AS9100 certification • provide ideas for continuous improvement to support the company on the cost reduction and saving related to calibration aspects and/or company • safeguard confidentiality and impartiality of calibration activities of internal and external parties • ensure the effectiveness of calibration laboratory activities • ensure that all the calibration equipment and maintenances activities is well maintained • manage purchasing requirements related to purchase of equipment and calibration activities • ensure external providers comply with requirements and equipment 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and implement Human Factors and Error Management in aviation context 2. comply with all requirements of relevant organisation's Quality Management System (QMS), AS9100, NADCAP, ISO/IEC 17025, SAMM and customer requirements 3. perform lab best practice as per SAMM and ISO/IEC 17025 	3	<ul style="list-style-type: none"> • Customer Specification and Regulation • Basic Aircraft Regulation • Human Factors Awareness Training • ISO/IEC 17025 Training • Equipment Calibration Standard (ISO/BS/JIS/etc.)
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate effective workplace communication through the implementation of communication strategies and mechanisms 	3	<ul style="list-style-type: none"> • Effective Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply emotional competence to manage self at the workplace 2. have external and inter departmental engagement 3. apply the 8D or equivalent problem solving methodology to simple problems 4. explain the solutions and verification activities 5. maintain personal presentation and employability at 	3	<ul style="list-style-type: none"> • Effective Presentation Course • Effective Meeting Course • RCCA Training • Analytical Thinking Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>operations level</p> <p>6. analytical skills to analyse dataset and critical problems</p>		
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. do self-regulating and reporting to superiors 2. adhere to rules & regulation, disciplinary and code of conduct 	1	N/A
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor 	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • EHS Awareness Training • Industrial Safety Awareness Training • MSDS Safety Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. perform intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> • Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. collaborate and work in a team effectively 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Interpersonal Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. provide inputs for any changes or improvement to work environment to support a new approach or method of working 2. demonstrate an 	3	<ul style="list-style-type: none"> • Change Management Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	ability to adapt to changes in the work environment by adopting a new approach or methods of working		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. demonstrate mastery machine and process-based risk assessments for the area 2. demonstrate competence in Preventive Maintenance and its importance 	6	<ul style="list-style-type: none"> • 5S Implementation • Familiar and understand the equipment manual for maintenance requirement • AM & PM Training
	<ol style="list-style-type: none"> 3. demonstrate the basic knowledge on Autonomous Maintenance & Preventive Maintenance 	5	
	<ol style="list-style-type: none"> 4. establish the appropriate method or equipment to conduct the calibration 5. establish the methods to record and store electronic calibration record & data 6. write procedure for manual calibration utilising appropriate inspection method or equipment 7. schedule relevant asset care and safety checks 	4	
	<ol style="list-style-type: none"> 8. demonstrate compliance towards the shop floor Production/Quality boards (periodic check and sustainment) 9. schedule the needs for servicing, maintenance and calibration of equipment requirement 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Operations Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have depth knowledge in Statistical Process Control (SPC) and reporting 2. demonstrate competence in calibration procedure 3. recall equipment from the production 4. use the advance features of the calibration management software 	6	<ul style="list-style-type: none"> • Accreditation and Traceability • ISO/IEC 17025 • Calibration Software • In-House Procedure
	<p>The ability to:</p> <ol style="list-style-type: none"> 5. operate the laboratory equipment and associated software 6. organise and conduct mechanical testing as well as test piece preparation required as part of the part inspection to confirm product compliance in accordance with the design requirements 	4	
	<p>The ability to:</p> <ol style="list-style-type: none"> 7. demonstrate that the condition, status, calibration and capability of the resources meet the requirements 8. demonstrate traceability of lap shear preparation process and its associated documents 9. perform equipment labelling/markings after the calibration process 10. use the calibration monitoring system 	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Project Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. planning calibration tasks well in advance whilst taking into account potential changing circumstances in accordance with specified standards and requirements 	<p>4</p>	<ul style="list-style-type: none"> • Any KUTD or Management Software
<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demonstrate the management of product non-conformance 2. define and verify complex component meet the stated standards/ requirements 	<p>6</p>	<ul style="list-style-type: none"> • Quality Culture • RCCA Training • Quality Requirement for the Equipment Training • Advance Quality Course • Internal Equipment Procedure Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 3. perform the Corrective Actions and Preventive Actions (CAPA) and Problem Solving steps 4. demonstrate ways to identify and control non-conformance tools and gauges 5. perform the non-conformance management (control, containment, quarantine of parts, sentencing, scrap etc.) 	<p>4</p>	
	<p>The ability to:</p> <ol style="list-style-type: none"> 6. record retention requirement as per company procedure 7. perform testing sentencing and retest requirement 	<p>3</p>	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. calculate Measurement Uncertainty for each instrument 2. demonstrate MSA studies (attribute and continuous data) 3. demonstrate the difference between CP and CPK indices for complex process 4. lead in a GR&R exercise, define and verify Component 	6	<ul style="list-style-type: none"> • MSA / GR&R • SPC • Measurement Uncertainty • APQP Training
	<p>The ability to:</p> <ol style="list-style-type: none"> 5. demonstrate the measurement for verification and validation; to ensure the integrity of measurement data and to ensure that the measurements achieve the design intent 	4	
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review the work instruction, read technical drawing, engineering work order to ensure that operations meet production standards 2. approve and verify all measurement equipment used 3. develop the correct process and procedures related to workshop 4. review and ensure the Calibration Reports written by subordinates are clearly and accurately in accordance with the requirements 	6	<ul style="list-style-type: none"> • Specific Customer Requirement

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : CMM Engineer			Level: 6
<p>Job Description:</p> <p>The CMM Engineer/Programmer will be responsible for developing CMM inspection strategies for complex aerospace manufacturing parts. They must have a high level of mechanical aptitude and CAD/CAM skills to develop CMM programmes to inspect aerospace components including complex machined aerospace parts and tooling. This role also requires an advanced GD&T knowledge of GD&T and able to interpret Customer's engineering 2D drawings and 3D models.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • develop CMM inspection strategies to ensure compliance with engineering requirement • create new CMM programmes with included clear and accurate part's Setup Sheet and instructions to guide the CMM inspectors for the 1st Part Run • modify existing CMM programmes • manage, maintain and control of CMM programmes configuration that fed to CMM machines • troubleshoot CMM programme errors using off-line systems • organise and plan work effectively to produce output according to budget and schedule constraints 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply Aerospace Standards AS9100 and ISO requirements 2. understand and implement Human Factors and Error Management in aviation context 	3	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedures • Safety Management System Awareness Training • Human Factors Training • NADCAP Requirement and Audit Checklist Awareness
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. motivate and encourage subordinates through effective communication 	4	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage emotional intelligence at the 	3	<ul style="list-style-type: none"> • Interpersonal Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>workplace when dealing with subordinates</p> <p>2. have external and inter departmental engagement</p>		
Etiquette Management	<p>The ability to:</p> <p>1. understand and commit to professional ethical practices when supervising other people/subordinates</p>	4	<ul style="list-style-type: none"> Internal Organisation Ethics and Compliance Awareness or equivalent
Health, Safety and Environment	<p>The ability to:</p> <p>1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor</p> <p>2. promote and inculcate safe practices/safety culture among the staff in the organisation</p>	3	<ul style="list-style-type: none"> OSHA and HSE Awareness Training
Using Technology	<p>The ability to:</p> <p>1. perform intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent</p>	3	<ul style="list-style-type: none"> Microsoft Office or equivalent software intermediate level
Human Resources & Management Skills	<p>The ability to:</p> <p>1. lead the evaluation of staff, review on-job-training programmes and competency base</p>	3	<ul style="list-style-type: none"> Internal HR Awareness Training or equivalent Corporate

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>assessments</p> <p>2. collaborate and work in a team effectively</p>		<p>Management Training for the subject or equivalent</p>
	<p>The ability to:</p> <p>3. understand and adhere to HR policy and requirements</p>	4	
Strategic Thinking	<p>The ability to:</p> <p>1. contribute to business strategic planning and suggest constructive idea</p>	3	<ul style="list-style-type: none"> • Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> create a schedule maintenance check on the machine 	6	<ul style="list-style-type: none"> Basic Maintenance Training AM & PM Training
	The ability to: <ol style="list-style-type: none"> demonstrate the basic knowledge on Autonomous Maintenance & Preventive Maintenance 	5	
Operations and Production	The ability to: <ol style="list-style-type: none"> participate in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment 	5	<ul style="list-style-type: none"> CMM Programming Training
	The ability to: <ol style="list-style-type: none"> create new CMM programme based on the requirement analyse results and determine required follow-up actions 	6	
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> propose alternative measurement methods to optimise measurement activities' values in different situations 	5	<ul style="list-style-type: none"> 5S Training Process Training Innovation and Productivity Training Kaizen Training Lean Six Sigma
	The ability to:	6	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 2. assess the need for, and utilise, advanced measurement systems to achieve measurement requirements 		
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. support project leaders in completing projects as planned 	6	<ul style="list-style-type: none"> • Fundamentals of Project Management (PMP or PRINCE2 or equivalent)
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and adhere to organisational quality systems, procedures and policies in development of work processes 	5	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. analyse measurement requirements to determine need to utilise advanced metrology systems 2. review technologies for scanning electron microscopes, microprobes and atomic force microscopy, to evaluate suitability of applications to meet measurement requirements 3. develop plans to implement advanced metrology systems in manufacturing processes to meet measurement requirements 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • Basic Training for Problem Solving's Method
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. identify and rectify change details brought by customer, engineering or 	6	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering / Manufacturing / Design/Process,

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	standard changes based on change procedure		Electrical Engineering , Engineering in Aerospace, Aviation, Aircraft Maintenance or equivalent
	The ability to: 2. identify and extract information from engineering drawings, CAD models and standards for manufacturing solutions	5	

Division : Manufacturing	
Stream : Quality	
Job Title : Quality Management System Engineer/ Quality Assurance Engineer/Auditor	Level: 6
<p>Job Description:</p> <p>The Quality Assurance (QA) Engineer tracks the development process of a product from start to finish. They oversee production and test each part to ensure it meets company standards before moving to the next phase. Their goal is to create safeguards for products to be market-ready and meet all government regulations before it is released to the public. They are also responsible to administer the Quality Management System. If the organisation has the ISO 9001 standard, the Quality Management System (QMS) Engineer must administer, coordinate and align the ISO requirements to the Civil Aviation Requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • test current products and identifying deficiencies • suggest solutions to identified product problems • investigate product quality in order to make improvements to achieve better customer satisfaction • plan, create and manage the overall Quality Planning strategy • collaborate with the Product Development team to ensure consistent project execution • identify quality assurance process bottleneck and suggest actions for improvement • oversee continuous improvement projects • collect quality data • identify key KPIs for product quality • prepare and present reports and metrics to Senior Management • assist and involved at every single PPAP / FPQ / APQP stage <p>The QMS tasks includes:</p> <ul style="list-style-type: none"> • administer the Quality Management System and carry out the implementation of the ISO 9001, ISO 9110 or ISO 9120 standards • conduct, follow up and close scheduled audits or product audits • write technical, audit, investigation, surveillance reports • department liaison for assigned internal and external auditors • conduct process investigation and interviews • conduct technical assessment as approved by the regulators • carry out mandatory occurrence reporting (MOR) or In-Service Deficiency Report (ISDR) to the National Aviation Authorities • perform root cause analyses (RCA) and ensure that the right corrective and preventive actions are implemented • review standard operating procedures, provide guidance, training and coaching to Quality Control Inspectors and conduct airworthiness related training when required 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> interpret and review Principles of the National Aviation Authority Aviation Legislation to the Company Procedures interpret and apply Aerospace Standards AS9100 and ISO requirements 	4	<ul style="list-style-type: none"> Human Factors Awareness Training AS9100 Basic Awareness Training Geometrical Dimensional And Tolerance (GD&T) Basic Training AS9102 First Article Inspection Training NADCAP Requirement and Audit Checklist Awareness
	The ability to: <ol style="list-style-type: none"> understand and implement Human Factors and Error Management in aviation context 	3	
Communications	The ability to: <ol style="list-style-type: none"> manage communication sessions with others through discussion, presentation and social skill manage effective communication at the workplace with subordinates 	4	<ul style="list-style-type: none"> Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> utilise emotional intelligence in a working environment and able to manage subordinate work issues highlight and give suggestions on work related matters to superiors responsibly make effective presentations during audit meetings 	4	<ul style="list-style-type: none"> Effective Presentation Course Self- Evaluation Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>4. coordinate and play the role as a Team Leader in the team</p>		
	<p>The ability to:</p> <p>5. manage and Supervise a team to achieve work objectives</p>	3	
Etiquette Management	<p>The ability to:</p> <p>1. understand and commit to professional ethic and responsibilities and norm of engineer practice</p>	3	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external) on Ethics Topics
	<p>The ability to:</p> <p>2. develop subordinate's reporting system and ensure fair workload assignment and delegation to ensure work continuity</p>	4	
Health, Safety and Environment	<p>The ability to:</p> <p>1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor</p>	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <p>1. perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent</p>	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • Digital Product Definition/Model Based Definition (DPD /MBD)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

			<p>Awareness Training (D6-51991)</p> <ul style="list-style-type: none"> • Training on all company system that use for manufacturing processes and quality (ERP, SAP, NCR, Net Inspect, APQP, etc.)
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. carry out assessment and assignment of tasks to the appropriate team members 2. collaborate and work in a team effectively 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that effects the work process, work outcome, workforce motivation and work safety 2. understand and comprehend the cost impact of making a decision that effects the organisation's bottom line/revenue 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM)	3	<ul style="list-style-type: none"> AM & PM Training
	The ability to: 1. be understanding on customer specifications and technical drawings	5	<ul style="list-style-type: none"> Process Specifications / Standard Training from customer or from authorised third-party personnel
Manufacturing Processes	The ability to: 2. understand on the use of manufacturing tools / equipment that being used during each manufacturing process	7	
	The ability to: 1. write an audit report and quality improvement based on research, innovation, analysis and synthesis of production related processes Choose and approve Continuous Improvement Techniques 2. manage the application of Kaizen and Six Sigma Methodologies	6	<ul style="list-style-type: none"> 5S Training Process Training Product Acceptance Criteria Innovation and Productivity Training Technical Report Writing Kaizen Training Lean Six Sigma
Productivity and Innovation			

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 3. assist to conduct research and analysis to determine causes of poor productivity due to weak processes 	7	
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the customer quality requirements for all processes and products 2. be one of the Internal Quality Auditor 3. lead of the Internal Quality Auditor 4. understand the product acceptance criteria 5. manage and design the quality systems and its processes 6. manage to relate and understand the internal company procedure 7. apply related legislation quality requirements to the organisation's Quality Management System (QMS) 8. understand the basic AS9100 Advance Quality Management System for Aerospace Manufacturing 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • Minimum at ISO Lead Auditor Course • Basic Training for Problem Solving's Method
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand NADCAP standard requirement for all special process requirements 	6	<ul style="list-style-type: none"> • NADCAP Awareness Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand GD&T 2. have knowledge of 	6	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering / Manufacturing /

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>measurement equipment</p> <ol style="list-style-type: none"> 3. have a basic understanding for Problem Solving's (5-Why Analysis, 8D, etc.) 4. understand the Technique Sheet for any special process requirements 		<p>Design/Process, Electrical Engineering , Engineering in Aerospace, Aviation, Aircraft Maintenance or equivalent</p>
<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the Supplier Quality Requirements from Customers. Each customers have their own Supplier Quality Requirements 	<p>5</p>	<ul style="list-style-type: none"> • Supplier Quality Requirements from each customer

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Quality Control Engineer			Level: 6
<p>Job Description:</p> <p>The Quality Control (QC) Engineer is responsible in ensuring the quality of products and services produced by their company. They oversee the manufacturing of products and they are involved in every stage of making a product--from development and manufacturing to packaging. Quality engineers ensure that a company's products and processes meet established quality standards by identifying shortfalls, developing corrective measures, and implementing quality control systems.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • develop and implement quality standards and control systems • monitor and analyse quality performance • inspect and test materials, equipment, processes, and products to ensure quality specifications are met • collaborate with operation managers to develop and implement controls and improvements • ensure that workflows, processes, and products comply with safety regulations and standards • investigate and troubleshoot product or production issues • develop corrective actions, solutions, and improvements • review codes, specifications, and processes 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret & review Principles of the National Aviation Authority Aviation Legislation to the Company Procedures 2. interpret and apply Aerospace Standards AS9100 and ISO requirements 	4	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 Basic Awareness Training • Geometrical Dimensional And Tolerance (GD&T) Basic Training • AS9102 First Article Inspection Training • NADCAP Requirement and Audit Checklist Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 3. understand and implement Human Factors and Error Management in aviation context 	3	
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication sessions with others through discussion, presentation and social skill 2. manage effective communication at the workplace with subordinates 	4	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise emotional intelligence in a working environment and able to manage subordinate work issues 2. coordinate and play the role as a Team Leader in the team 	4	<ul style="list-style-type: none"> • Effective Presentation Course
	<p>The ability to:</p> <ol style="list-style-type: none"> 3. manage and supervise a team to achieve work objectives 	3	
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethic and responsibilities and norm of engineer practice 	3	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>2. develop subordinate's reporting system and ensure fair workload assignment and delegation to ensure work continuity</p>	4	
Health, Safety and Environment	<p>The ability to:</p> <p>1. ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor</p>	3	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <p>1. perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent</p>	3	<ul style="list-style-type: none"> • Information Technology Awareness Training • Digital Product Definition/Model Based Definition (DPD /MBD) Awareness Training (D6-51991)
Human Resources & Management Skills	<p>The ability to:</p> <p>1. carry out assessment and assignment of tasks to the appropriate team members</p> <p>2. collaborate and work in a team effectively</p>	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Change Management	<p>The ability to:</p> <p>1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur</p>	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

Strategic Thinking	The ability to: 1. have critical thinking and strong decision making skills that effects the work process, work outcome, workforce motivation and work safety 2. understand and comprehend the cost impact of making a decision that effects the organisation's bottom line/revenue	4	<ul style="list-style-type: none">• Leadership or Management Skills Training
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> AM & PM Training
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> interpret customer specifications and technical drawings have knowledge on manufacturing tools / equipment that being used during each manufacturing process 	5	<ul style="list-style-type: none"> Process Specifications / Standard Training from customer or from authorised third-party personnel
Operations and Production	The ability to: <ol style="list-style-type: none"> review and approve standard inspection process throughout the company - standard tools/equipment / process /pressure to be used whilst inspection 	6	N/A
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> assist to conduct research and analysis to determine causes of poor productivity due to weak processes 	7	<ul style="list-style-type: none"> 5S Training Process Training Product Acceptance Criteria Innovation and Productivity Training Technical Report Writing Kaizen Training Lean Six Sigma
	The ability to: <ol style="list-style-type: none"> write technical report based on research, innovation, analysis and synthesis of production related processes Choose and approve Continuous Improvement Techniques 	6	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 3. manage the application of Kaizen and Six Sigma Methodologies 4. provide quality assurance/quality control inspection training and conduct competence assessment for staff 		
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. encourage and promote Project Management principles in the daily operations 	6	N/A
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the customer quality requirements for products 2. understand the product acceptance criteria 3. manage to related and understand the internal company procedure 4. be one of the Internal Quality Auditor 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • Minimum at ISO Lead Auditor Course • Basic Training for Problem Solving's Method
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand NADCAP standard requirement for all special process requirements 	6	<ul style="list-style-type: none"> • NADCAP Awareness Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand GD&T 2. have knowledge of measurement equipment 3. basic understanding for Problem Solving's (5- Why Analysis, 8D, etc.) 	6	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering / Manufacturing / Design/ Process, Electrical Engineering , Engineering in Aerospace, Aviation, Aircraft Maintenance or

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

			equivalent
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the Supplier Quality Requirements from Customers. Each customers have their own Supplier Quality Requirements 	5	<ul style="list-style-type: none"> • Supplier Quality Requirements from each customer

Division : Manufacturing			
Stream : Quality			
Job Title : Supplier Quality Engineer			Level: 6
<p>Job Description:</p> <p>The Supplier Quality Engineer is responsible in ensuring that suppliers meet the organisation and regulatory authorities’ requirements. They must actively maintain the company Incoming Quality Management System to be aligned with the industry standards, and engage in related Continual Improvement activities at the suppliers’ sites.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • develop and implement quality systems, procedures and plans for Supplier Management to assure the high quality products are received at the organisation • develop the Supplier Quality Assurance procedures and process in accordance with AS9100 (example, support the establishment of the ASL). Ensure SQA process is in adherence with QMS • maintain incoming inspection related records and documents, in accordance with QMS, AS9100 and customer specific requirements • conduct internal quality audits and supplier audits • liaise with external parties (customers, suppliers, third party auditors, etc.) when necessary • conduct Supply Chain risk assessment and establish the maturity level matrix • create the suppliers’ audit plan & programme • manage suppliers’ development programme and get involved in supplier selection programme • prepare monthly reports and coordinate issuance of supplier score cards • perform lesson learnt activities for the existing Supply Chain non-conformance (Analysis of existing Non-conformities raised by customer to their suppliers) • determine compliance on incoming products. Define the incoming inspection plans, perform the incoming inspection, and release of parts to stock • raise non-conformity reports and liaise with suppliers when non-conformities arise • set-up a lean visual management of incoming inspection parts • coordinate and run MRB, monitor, witness and support FAI activities at supplier as well as approve suppliers’ FAI reports • coordinate between Quality Assurance and Supply chain • comply with the safety, housekeeping, tool control and prevention programmes and other requirements 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. interpret & review Principles of the National Aviation Authority Aviation Legislation to the Company Procedures 2. interpret and apply Aerospace Standards 	4	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 Basic Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	AS9100 and ISO requirements		
	The ability to: 3. understand and implement Human Factors and Error Management in aviation context	3	
Communications	The ability to: 1. manage effective communication at the workplace with subordinates 2. manage communication sessions with others through discussion, presentation and social skill	4	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	The ability to: 1. utilise emotional intelligence in a working environment and able to manage subordinate work issues 2. coordinate and play the role as a Team Leader in the team	4	<ul style="list-style-type: none"> • Effective Presentation Course
	The ability to: 3. manage and Supervise a team to achieve work objectives	3	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> ensure the compliance of Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act on the shop floor 	3	<ul style="list-style-type: none"> Safety Management System Awareness Training Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent 	3	<ul style="list-style-type: none"> Information Technology Awareness Training
Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> carry out assessment and assignment of tasks to the appropriate team members collaborate and work in a team effectively 	3	<ul style="list-style-type: none"> Internal HR Awareness Training or equivalent Leadership or Management Skills Training
	<p>The ability to:</p> <ol style="list-style-type: none"> understand and adhere to HR policy and requirements 	4	
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> adapt to changes in the work environment when changes to organisational structure, function or businesses occur 	4	<ul style="list-style-type: none"> Internal HR Awareness Training or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Strategic Thinking</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that effects the work process, work outcome, workforce motivation and work safety 2. understand and comprehend the cost impact of making a decision that effects the organisation's bottom line/revenue 	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • Leadership or Management Skills Training
<p>Workplace Ethics Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethic and responsibilities and norm of engineer practice 	<p style="text-align: center;">3</p>	<ul style="list-style-type: none"> • Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. interpret customer specifications and technical drawings 2. have knowledge on manufacturing tools / equipment that being used during each manufacturing process 	5	<ul style="list-style-type: none"> • Process Specifications / Standard Training from customer or from authorised third-party personnel
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> 1. choose and approve Continuous Improvement Techniques 2. choose and approve Kaizen and Six Sigma Methodologies 3. review and approve standard supplier traceability data process throughout the company 	6	<ul style="list-style-type: none"> • 5S Training • Process Training • Product Acceptance Criteria • Innovation and Productivity Training • Technical Report Writing • Kaizen Training • Lean Six Sigma
Project Management	The ability to: <ol style="list-style-type: none"> 1. encourage and promote project management principles in the daily operations 	6	N/A
Quality	The ability to: <ol style="list-style-type: none"> 1. understand the customer quality requirements for all processes and products 2. understand the product acceptance criteria 3. manage to relate and understand the internal company procedure 4. be one of the Internal Quality Auditor 5. comply with the 	6	<ul style="list-style-type: none"> • Internal Company Procedures Course • Minimum at ISO Lead Auditor Course • Basic Training for Problem Solving's Method

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>internal QMS Procedures related to Good Receiving and Incoming Inspection</p> <p>6. show compliance of non-conformance procedure of purchased items</p>		
Specialised Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand NADCAP standard requirement for all special process requirements 	6	<ul style="list-style-type: none"> • NADCAP Awareness Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand GD&T 2. have knowledge of measurement equipment 3. basic understanding for Problem Solving's (5- Why Analysis, 8D, etc.) 	6	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering / Manufacturing / Design/Process, Electrical Engineering , Engineering in Aerospace, Aviation, Aircraft Maintenance or equivalent
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the Supplier Quality Requirements from Customers. Each customers have their own Supplier Quality Requirements 2. describe requirement on warehouse and stock management 3. comply with organisation's requirement on supplier management 4. describe requirement on purchased products 5. comply with traceability requirement for purchased items 6. demonstrate supplier 	5	<ul style="list-style-type: none"> • Supplier Quality Requirements from each customer

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	performance data management on delivery and quality		
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Division : Manufacturing	
Stream : Quality	
Job Title : NDT Engineer	Level: 6
<p>Job Description:</p> <p>The NDT Engineer is accountable for NDT support matters in all day-to-day operations. They need to prepare, process and inspect aerospace and commercial parts and materials using NDT methods of fluorescent penetrant inspection (FPI) and radiography inspection (RT) and do laboratory check at the highest quality and safety standards accordance with applicable technical directives, specifications, quality standard and customer requirements. They are also responsible to follow up with other department as appropriate, and liaise with NDT Manager for further technical advice and resolution as needed. They work closely with the in-house customer support personnel and customers on all NDT matters.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • perform NDT and laboratory check on aerospace components and materials using fluorescent penetrant (FPI) or radiographic (RT) methods and develops, processes and interprets radiographs • participate in the development and documentation of NDT techniques or work instruction from approved general procedure • manage collaboration with design and manufacturing teams for analysis and investigations on work-induced defects • contribute to quality / customers / authorities audit and post-audit actions launching and follow-up • give guidance on all matters relating to NDT operation • maintain inspection records, quality related updated documents, codes, standards, specification as required by the quality system, compliance to QMS, AS9100, NADCAP and customer requirements. • consult and liaise with nominated level 3, relevant regulatory authority, manufacturers and customers on matters pertaining to NDT Service methods or new requirements • liaise with relevant departments on NDT tasks that need to be performed during customer aircraft/components maintenance • request to Material Department for sourcing specific NDT and Specialised Services required for customer aircraft if these tasks are not within the NDT Services Section capability • review and plan training and recurrent training courses for personnel in the NDT Service Section • ensure NDT Inspectors are adequately trained and qualified to perform their duties • support NDT Manager mentoring NDT Specialist, NDT Inspector, NDT Technician and NDT Operator personnel especially in OJT • get involved in customer / 3rd party NDT audits as well as auditing internal NDT system to ensure compliance • monitor the calibration status of all calibrated NDT equipment used by organisation • ensure that the calibrated equipment, probes and test pieces are recalled before expiry and item is sent for calibration and servicing as per manufacturer's recommendations • monitor staff discipline and movement and also assign staff day-to-day job • execute planning and scheduling material and manpower to smoothen the aircraft and workshop operational requirement • comply with the safety, housekeeping, tool control and FOD prevention programmes and other requirements 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. understand, review and recommend policy changes of National Aviation Authority Regulation to organisation 2. interpret and review Principles of the National Aviation Authority Aviation Legislation to the Company Procedures 3. review and revise Aerospace Non-Destructive Testing (NDT) requirement and regulations 4. ensure that all method used comply with customer's specific requirement and NADCAP requirement <p>[Including NDT NAS410/EN4179] requirement and international standard processing requirement per each method involve]</p>	4	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedures • Safety Management System Awareness Training • NDT Level 3 Certification • Human Factors Training • NADCAP Requirement and Audit Checklist Awareness
	The ability to: <ol style="list-style-type: none"> 5. understand and implement Human Factors and Error Management in aviation context 	3	
Communications	The ability to: <ol style="list-style-type: none"> 1. motivate and encourage subordinates through effective communication 	4	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Interpersonal Skill	The ability to: 1. manage external and inter departmental engagement	4	<ul style="list-style-type: none"> • Interpersonal Training
Etiquette Management	The ability to: 1. understand and commit to professional ethical practises when supervising other people/subordinates 2. apply ethical behaviour per AS9100D in order for compliance in daily activities	4	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent • AS9100D Training
Health, Safety and Environment	The ability to: 1. monitor, survey and apply occupational Safety and Health principles	4	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
Using Technology	The ability to: 1. perform Intermediate level data input, extraction and review using Microsoft Office spread sheet tools or equivalent	3	<ul style="list-style-type: none"> • Microsoft Office or equivalent software intermediate level
Human Resources & Management Skills	The ability to: 1. understand and adhere to HR policy and requirements	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent
	2. collaborate and work in a team effectively	3	
Change Management	The ability to: 1. adapt to changes in the work environment when changes to organisational structure, function or businesses occur	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training
Strategic Thinking	The ability to:	4	<ul style="list-style-type: none"> • Corporate

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	1. implement initiatives of business strategy and planning system		Management Training for the subject or equivalent
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> validate the correct usage of the application of Non-Destructive Testing (NDT) concepts, principles and practical aspects of aircraft/component manufacturing 	5	<ul style="list-style-type: none"> OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Work area internship Part M and Part 145 training Training that meets CAAM requirements stipulated in AN in aviation in service component NDT level 3 basic NDT Level 3 Method Certification 2
	<p>The ability to:</p> <ol style="list-style-type: none"> apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> AM & PM Training Advance Maintenance Training to maintain NDT equipment facility
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> review and establish new NDT techniques for testing of manufactured components and parts review and approve appropriate NDT methods, techniques and procedures to be used for testing of manufactured components and parts <p>For NOSS Non-Destructive Testing, refer to MC-062-1, MC-062-2, MC-062-3 or M712-003-1:2017, M712-003-2:2017, M712-003-3:2017 or MC-117-</p>	6	<ul style="list-style-type: none"> LEAN Manufacturing Training & Eliminate Waste

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	1:2014,MC-117-2:2014, MC-117-3:2014 or MC-116-1:2014 ,MC-116-2:2014 ,MC-116-3:2014 or M712-006-3:2019,M712-006-2:2019, M712-006-1:2019		
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and revise production productivity processes and basic concepts of innovation 2. contribute to the development of lean practices for manufacturing 	5	<ul style="list-style-type: none"> • OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Work area internship
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. monitor project management principles in the daily operations 2. propose enhancements to standard operating procedures (SOPs) for NDT operations 	5	<ul style="list-style-type: none"> • Fundamentals of Project Management (PMP or PRINCE2 or equivalent)
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> 1. encourage and promote Quality Management System (QMS) functions in order to support internal and external audits 2. lead technical audits to ensure compliance with relevant standards and NDT requirements 3. review NDT documentation for compliance with regulatory and organisational requirements 	6	<ul style="list-style-type: none"> • Internal Company Procedures Training • Part M and Part 145 Training • Internal Auditor Training (Specific to NDT) & QMS • APQP Training to meet new Quality Requirement • Lead Auditor Training (AS9100/ISO9001) • Basic Calibration Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Specialised Processes</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. encourage and promote personal Radiation Safety & Maintenance Checks 	<p align="center">5</p>	<ul style="list-style-type: none"> • NDT Specific Method (Safety & Precaution) Awareness
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. execute and manage the correct usage of concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to Non-Destructive Testing (NDT) application process 2. manage the development of Non-Destructive Testing (NDT) technique and NDT written practice in accordance with applicable airworthiness requirements, showing the compliance with National Aviation Authority (NAA) requirements 3. review NDT methods in order to comply with customer's requirement and NDT personnel requirement in the method involve 4. continually update latest requirement & regulations into company's procedures 5. prepare Work Instruction based on customer's specification 6. understand how to process Engineering Drawing 	<p align="center">5</p>	<ul style="list-style-type: none"> • Advance part Mechanical Drawing Training • Meeting Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notice (AN) 1101 Training Requirements; <p align="center">Or</p> <ul style="list-style-type: none"> • NDT level 3 certification in related method • Bachelor Degree/Diploma in Engineering

Division : Manufacturing	
Stream : Quality	
Job Title : Assistant Manager/Senior Quality Engineer/Principal	Level: 7
<p>Job Description:</p> <p>The Assistant Manager/Senior Quality Engineer/Principal has to manage the Quality Engineering processes and/or projects as an individual contributor. They work to achieve objectives that have a major impact on the organisational quality goals. They must use their expertise to provide input on the development, modification, application, and maintenance of quality evaluation, control systems, and protocols.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • review escape management procedures, root cause analysis and recommend corrective action(s) • utilise and analyse Quality performance data • initiate and monitor Quality improvement actions for sites globally and support field service improvement efforts • manage Quality Management System documentation • monitor audits as needed • administer quality evaluation, control systems and protocols • provide analysis and explanations of testing and inspection plans, methods and technologies to assure reliability and conformance of products and processes • analyse and make recommendations for corrective actions for nonconformities and/or design problems for internally produced products & processes • utilise PFMEA, MSA, Process Flow and Control Plans, to identify and make recommendations for managing risk in product development • manage processes to ensure all requirements are met for work transfer and process change management including Production Part Approval Process (PPAP) acceptance • review process control documentation to ensure it is in compliance with requirements, objectives, and/or contracts • administer quality evaluation, control systems and protocols for materials being processed into partially finished or finished products • work with product design and specification, devise testing plans, methods and equipment to assure reliability of product Collaborate internally to ensure quality standards are in effect • ensure that projects and process control documentation are compliant with requirements, objectives and/or contracts • identify and manage risk in product development primarily utilising and driving the core elements of PFMEA, MSA, Process Flow and Control Plans, etc. • develop proactive quality initiative strategies and drive their implementation • perform escape management procedures, root cause analysis, and recommend corrective action for design problems for internally produced products & processes • ensure all requirements are met for work transfer and process change management including and Production Part Approval Process (PPAP) / First Part Qualification (FPQ) acceptance • design and implement product engineering changes to satisfy quality issues raised by customers • responsible for both Programme and Product Quality Engineering • responsible for development of new inspection technologies or methodologies to assure product conformance 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, interpret and approve Company Procedures 2. revise Human Factors and Basic Error Management regulations in Aerospace Manufacturing context 	5	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 Basic Awareness Training • AS9102 First Article Inspection Training • NADCAP Requirement and Audit Checklist Awareness
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. manage communication sessions with others through discussion, presentation and social skill 2. manage effective communication at the workplace with subordinates 	4	<ul style="list-style-type: none"> • Communication Course • Self-Managing Course (Internal)
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise emotional intelligence in a working environment and able to manage subordinate work issues 2. highlight and give suggestions on work related matters to superiors responsibly 3. make effective presentations during audit meetings 4. coordinate and play the role as a Team Leader in the team 	4	<ul style="list-style-type: none"> • Effective Presentation Course • Self- Evaluation Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>5. manage and Supervise a team to achieve work objectives</p>	3	
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand and commit to professional ethical practices when supervising other people/subordinates 2. develop subordinate's reporting system and ensure fair workload assignment and delegation to ensure work continuity 	4	<ul style="list-style-type: none"> • Senior Engineers Professional Code of Conduct and Ethics Training • HR Training (in-house or external) on Ethics Topics
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead and oversee a Occupational Health and Safety Management System 	5	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Industrial Safety Awareness Training • ISO 14001 Awareness Training
Using Technology	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise Information Technology tools and technique throughout the organisation 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • Digital Product Definition/Model Based Definition (DPD /MBD) Awareness Training (D6-51991) • Training on all company system that use for manufacturing processes and quality (ERP, SAP, NCR, APQP, etc.) and any new

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

			technology innovation tools, e.g. : FMEA, First Article Inspection Nett-Inspect, etc.
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> 1. understand and adhere to HR policy and requirements 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
	The ability to: <ol style="list-style-type: none"> 1. apply emotional competence at the work environment 2. carry out assessment and assignment of tasks to the appropriate team members 3. collaborate and work in a team effectively 	3	
Change Management	The ability to: <ol style="list-style-type: none"> 1. demonstrate an ability to adapt to changes in the work environment by adopting a new approach or methods of working 	3	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
	The ability to: <ol style="list-style-type: none"> 2. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 	4	
Strategic Thinking	The ability to: <ol style="list-style-type: none"> 1. implement and apply improvements arising from Organisational Analysis 2. have critical thinking and strong decision 	4	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>making skills that effects the work process, work outcome, workforce motivation and work safety</p> <p>3. understand and comprehend the cost impact of making a decision that effects the organisation's bottom line/revenue</p>		
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JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand customer specifications and technical drawings and other additional customer documents 2. understand on the use of manufacturing tools / equipment that being used during each manufacturing process 3. control the authority of quality on processes and product 	7	<ul style="list-style-type: none"> • Process Specifications / Standard Training from customer or from authorised third-party personnel • Geometrical Dimensional And Tolerance (GD&T) Basic Training
Operations and Production	<p>The ability to:</p> <ol style="list-style-type: none"> 1. handle the MRB meetings within Manufacturing and Production team 2. challenge Production team to produce and control workplace / environment in a good quality 3. always be alert on the potential failure that cause by the operation teams <p>For NOSS Quality Assurance, refer to C282-003-5:2020, C282-003-4:2020</p>	7	<ul style="list-style-type: none"> • Problem Solving Technique Training • Team Building (Internal) • Internal Quality Auditor Assessment

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> advise to quality engineer on the Continuous Improvement Techniques review and validate audit report and quality improvement based on research, innovation, analysis and synthesis of production related processes advise and assist Kaizen and Six Sigma Methodologies to quality engineers 	8	<ul style="list-style-type: none"> 5S Training Process Training Product Acceptance Criteria Innovation and Productivity Training Technical Report Writing Kaizen Training Lean Six Sigma Continuous Improvement Training based on New Technology
	<ol style="list-style-type: none"> assist to conduct research and analysis to determine causes of poor productivity due to weak processes 	7	
Quality	<p>The ability to:</p> <ol style="list-style-type: none"> understand the basic AS9100 Advance Quality Management System for Aerospace Manufacturing understand the customer quality requirements for all processes and products managed to relate and understand the internal company procedure lead of the Internal Quality Auditor 	6	<ul style="list-style-type: none"> Internal Company Procedures Course Minimum at ISO Lead Auditor Course Basic Training for Problem Solving's Method
	<ol style="list-style-type: none"> assist and advise the quality team for all quality improvement plan subject understand the product acceptance criteria 	8	
Specialised Processes	<p>The ability to:</p>	8	<ul style="list-style-type: none"> NADCAP Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> ensure that all special process meet the customer standard and NADCAP requirements 		<p>Training (National Aerospace and Defence Contractors Accreditation Programme)</p>
Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> Understand GD&T (basic technical for engineering) understand the Technique Sheet for any special process requirements 	6	<ul style="list-style-type: none"> University Degree in Mechanical Engineering / Manufacturing / Design / Process, Electrical Engineering, Engineering in Aerospace, Aviation, Aircraft Maintenance or equivalent Geometrical Dimensional And Tolerance (GD&T) Basic Fundamental
	<ol style="list-style-type: none"> understand awareness of all measurement and inspection equipment within Aerospace standard review and approve the solution based on problem solving methodologies (5-Why Analysis, 8D, etc.) 	8	
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> manage the communication within quality issues / subject and supply-chain team / personnel 	8	<ul style="list-style-type: none"> Supply-Chain Management Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Quality Assurance Manager & Quality Control Manager			Level: 8
<p>Job Description:</p> <p>Quality Manager with prior background in the Aerospace industry to lead the Quality Department. The Quality Manager will coordinate, and direct quality programmes designed to ensure that the processing of all quality products and quality assurance are consistent to the established standards. They should be well-versed in ensuring all quality standards are met, and be able to ensure that all work is manufactured compliant to the AS-9100 quality standards.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • oversee the daily task assignments of direct reports as well as supervise and prioritise tasks as necessary to assure schedule compliance • manage and oversee all inspections of parts, investigate non-conformances, initiate, implement, and coordinate corrective and preventative actions as appropriate • perform interface with inspection and manufacturing personnel on technical issues, specification requirements, inspection methods and scheduling • review and approve all revisions to internal process procedures and Quality system procedures to assure that documentation meets current regulatory and customer requirements (i.e. NADCAP and AS9100) • schedule and review internal and external audits to assure that any out of compliances with product, processes, or procedures are identified, documented, and corrected • represent Company during all customer and regulatory audits (Quality Management Representatives) • review all data obtained during all quality control and quality assurance activities to ensure consistency with company goals, policies and procedures • keep management team abreast of significant issues or developments identified during quality activities and corrective/preventative actions being taken to assure continuous process improvement • design and implement training programmes to all quality personnel • manage on investigation of customer complaints regarding quality • maintain a clean, organised and work area • involvement in Quality Safety at all areas of work, including processes and product • work well within a team environment 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, interpret and approve Company Procedures 2. revise Human Factors and Basic Error Management regulations in 	5	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 Basic Awareness Training (AQMS) • AS9102 Basic Awareness Training (First

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	Aerospace Manufacturing context		Article Inspection Report) <ul style="list-style-type: none"> NADCAP Requirement and Audit Checklist Awareness
Communications	The ability to: <ol style="list-style-type: none"> lead workplace communication through the implementation of communication strategies and mechanisms throughout different organisation levels 	5	<ul style="list-style-type: none"> Communication Course
Interpersonal Skill	The ability to: <ol style="list-style-type: none"> highlight and give suggestions on work related matters to superiors responsibly make effective presentations during audit meetings manage and Supervise a team to achieve work objectives 	5	<ul style="list-style-type: none"> Effective Presentation Course Self- Evaluation Training Team Management Course Leadership
Etiquette Management	The ability to: <ol style="list-style-type: none"> show leadership in creating and overseeing policies for ethical practices at the organisation level understand and commit to professional ethics and responsibilities as Manager manage subordinate's reporting fairly , fair workload assignment and delegation to ensure work continuity 	5	<ul style="list-style-type: none"> Managers Professional Code of Conduct and Ethics Training HR Training (in-house or external) on Ethics Topics

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Health, Safety and Environment	The ability to: 1. lead and oversee a Occupational Health and Safety Management System	5	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Industrial Safety Awareness Training
Using Technology	The ability to: 1. utilise Information Technology tools and technique throughout the organisation	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • Digital Product Definition/Model Based Definition (DPD /MBD) Awareness Training (D6-51991) • Training on all company system that use for manufacturing processes and quality (ERP, SAP, NCR, Nett-Inspect, APQP, etc.)
Human Resources & Management Skills	The ability to: 1. display leadership at organisational level 2. assess Competence, Appraise, Evaluate staff, review on-the job-training programmes and competency base assessments 3. implement a Working Team culture and lead teams	5	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training
Change Management	The ability to: 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 2. adapt to changes in	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	the work environment when changes to organisational structure, function or businesses occur		
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that effects the work process, work outcome, workforce motivation and work safety 2. understand and comprehend the cost impact of making a decision that effects the organisation's bottom line/revenue 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training • Problem-Solving at Workplace Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: <ol style="list-style-type: none"> 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> • AM & PM Training
Manufacturing Processes	The ability to: <ol style="list-style-type: none"> 1. have familiarisation on customer specifications and technical drawings 2. awareness on the use of manufacturing tools / equipment that being used during each manufacturing process 	7	<ul style="list-style-type: none"> • Understanding on Process Specifications/ Standard Training from customer or from authorised third-party personnel
Operations and Production	The ability to: <ol style="list-style-type: none"> 1. understand and challenge the Production / Manufacturing Team on meeting the Quality Key-Performance Index (KPI) <p>For NOSS Quality Assurance, refer to C282-003-5:2020, C282-003-4:2020</p>	8	<ul style="list-style-type: none"> • Quality Improvement Plan technique & skills
Productivity and Innovation	The ability to: <ol style="list-style-type: none"> 1. monitor the Continuous Improvement Implementation 2. advise and approved on research and analysis to determine causes of poor productivity due to weak processes 3. review the Internal audit report and quality improvement 	8	<ul style="list-style-type: none"> • 5S Training • Process Training • Product Acceptance Criteria • Innovation and Productivity Training • Technical Report Writing • Kaizen Training • Lean Six Sigma

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>based on research, innovation, analysis and synthesis of production related processes</p> <p>4. approved and be an advisor / champion for Kaizen and Six Sigma Methodologies</p>		
Project Management	<p>The ability to:</p> <p>1. regulate the usage Project Management methodology and culture in the daily operations</p>	7	<ul style="list-style-type: none"> • Fundamentals of Project Management
Quality	<p>The ability to:</p> <p>1. assist and advise the quality team for all quality improvement plan subject</p>	8	<ul style="list-style-type: none"> • Internal Company Procedures Course • Participate in ISO Lead Auditor Course • Basic Training for Problem Solving's Method • ASQ Certified Quality Manager Course (preferred)
	<p>The ability to:</p> <p>2. understand the product acceptance criteria</p> <p>3. manage to relate and understand the internal company procedure</p> <p>4. understand the basic AS9100 Advance Quality Management System for Aerospace Manufacturing</p>	6	
Specialised Processes	<p>The ability to:</p> <p>1. understand the basic NADCAP standard requirement for all special process requirements</p>	7	<ul style="list-style-type: none"> • NADCAP Awareness Training
Technical and Engineering Fundamentals	<p>The ability to:</p> <p>1. understand GD&T (basic technical for engineering)</p>	6	<ul style="list-style-type: none"> • University Degree in Mechanical Engineering / Manufacturing /

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>The ability to:</p> <ol style="list-style-type: none"> 2. understand the Approved Technique Sheet from customer for all special process requirements, especially on the Test-Method approval) 	7	<p>Design/Process, Electrical Engineering, Engineering in Aerospace, Aviation, Aircraft Maintenance or equivalent with related experience (probably 3+ years of Aerospace related Quality Management experience)</p>
	<p>The ability to:</p> <ol style="list-style-type: none"> 3. understand awareness of all measurement and inspection equipment within Aerospace standard 4. review and approve the solution based on problem solving methodologies (5-Why Analysis, 8D, etc.) 	8	
<p>Supply Chain Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. control and manage the communication within quality in supply-chain team members 2. have full Authority on managing the Approved Supplier List (ASL) within sub-tier 	8	<ul style="list-style-type: none"> • Supply-Chain Management Training

Division : Manufacturing			
Stream : Quality			
Job Title : Quality Management System Manager			Level: 8
<p>Job Description:</p> <p>The Quality Management System (QMS) Manager is tasked with leading, implementing and improving Quality Management Systems infrastructure, governance and compliance processes and related frameworks in an organisation. Besides carrying out audits to assess compliance with regulations, guidelines and operating procedures, they also advise stakeholders on how to interpret quality-related regulations, guidelines, policies and procedure.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • formulate internal audit scope and criteria in accordance with internal and external QA/QC and QMS requirements • evaluate audit findings to identify vulnerabilities and devise rectification plans as necessary • guide respective non-compliant departments on how to implement rectification plans and improve quality management integration • integrate quality policies, processes and requirements to structure the quality management system • issue in-house quality compliance documents • establish documentation procedures and management systems regarding formatting, review process, version control, distribution and filling • collaborate with other departments to devise design, production and repair quality parameters for projects based on client specifications and standards • manage department's compliance with organisation's risk management framework 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, interpret and approve Company Procedures 2. revise Human Factors and Basic Error Management regulations in Aerospace Manufacturing context 	5	<ul style="list-style-type: none"> • Human Factors Awareness Training • AS9100 Basic Awareness Training (AQMS) • AS9102 Basic Awareness Training (First Article Inspection Report) • NADCAP Requirement and Audit Checklist Awareness

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. handle conflict between staff 2. lead workplace communication through the implementation of communication strategies and mechanisms throughout different organisation levels 	5	<ul style="list-style-type: none"> • Communication Course
Interpersonal Skill	<p>The ability to:</p> <ol style="list-style-type: none"> 1. possess emotional intelligence in a working environment and able to handle conflict amongst colleagues 	5	<ul style="list-style-type: none"> • Effective Presentation Course • Self- Evaluation Training • Team Management Course • Leadership
	<ol style="list-style-type: none"> 2. highlight and give suggestions on work related matters to superiors responsibly 3. make effective presentations during audit meetings 	4	
	<ol style="list-style-type: none"> 4. manage and Supervise a team to achieve work objectives 	3	
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. show leadership in creating and overseeing policies for ethical practices at the organisation level 2. understand and commit to professional ethics 	4	<ul style="list-style-type: none"> • Managers Professional Code of Conduct and Ethics Training • HR Training (in-house or external) on Ethics Topics

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>and responsibilities as Manager</p> <p>3. manage subordinate's reporting fairly , fair workload assignment and delegation to ensure work continuity</p>		
Health, Safety and Environment	<p>The ability to:</p> <p>1. lead and oversee a Occupational Health and Safety Management System</p>	5	<ul style="list-style-type: none"> • Safety Management System Awareness Training • Industrial Safety Awareness Training
Using Technology	<p>The ability to:</p> <p>1. utilise Information Technology tools and technique throughout the organisation</p>	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • Digital Product Definition/Model Based Definition (DPD /MBD) Awareness Training (D6-51991) • Training on all company system that use for manufacturing processes and quality (ERP, SAP, NCR, Nett-Inspect, APQP, etc.)
Human Resources & Management Skills	<p>The ability to:</p> <p>1. display leadership at organisational level</p> <p>2. assess Competence, Appraise, Evaluate staff, review on-the job-training programmes and competency base assessments</p> <p>3. implement a Working Team culture and lead teams</p>	5	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Leadership or Management Skills Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<ol style="list-style-type: none"> 4. understand and adhered to HR policy and requirements 	4	
Change Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. understand the importance and requirement of Change Management in control the changes related to customer & internal 2. adapt to changes in the work environment when changes to organisational structure, function or businesses occur 	4	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. have critical thinking and strong decision making skills that effects the work process , work outcome, workforce motivation and work safety 2. understand and comprehend the cost impact of making a decision that effects the organisation's bottom line/revenue 	5	<ul style="list-style-type: none"> • Leadership or Management Skills Training • Problem-Solving at Workplace Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	The ability to: 1. apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM)	3	<ul style="list-style-type: none"> AM & PM Training
Project Management	1. plan and manage tasks to achieve deadlines	6	<ul style="list-style-type: none"> Project Management Training Microsoft Project Training
	The ability to: 2. monitor subordinate in completing projects as planned	7	
Quality	1. communication and manage with external parties for any external audit activities	7	<ul style="list-style-type: none"> Internal Company Procedures Course RCCA Tools Training AS9100 Audit Training NADCAP Audit Training Control of Non-Conformance (MRB) Training Auditor Training
	The ability to: 2. conduct audits, create audit finding reports and determine proper corrective and preventive actions 3. work with cross-functional teams to generate Manufacturing Inspection Test Plans 4. establish, implement and maintain the quality awareness throughout the various departments 5. create and maintain the Company's Quality Standards 6. develop, implement and maintain the	8	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>Company's quality documentation, such as quality procedures, reports etc.</p> <ol style="list-style-type: none">7. ensure that products and processes comply with requirements by using established engineering technique8. analyse the root causes and implement corrective actions for processes or parts		
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Division : Manufacturing	
Stream : Quality	
Job Title : NDT Manager	Level: 8
<p>Job Description:</p> <p>The NDT Manager reports directly to the Head of Quality and is responsible for the continuing compliance in CAAM AN52 and EN4179 or NAS410 or equivalent. NDT Level 3 focuses on the overall NDT inspection processes, supervising NDT Level 1 and 2, maintain overall control and cognisance over the NDT training programme, including designating or approving qualified examiners, instructors and outside agencies. They must be a nominated post holder and accepted by the NAAs.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • administer, manage and develop the NDT Services Section capabilities as per company and regulatory requirements • review the NDT written procedures and practices covering training, qualification and certification of NDT personnel • provide NDT consultancy whenever required by customers, the management and issuance on customer aircraft as assigned • provide guidance in establishment of NDT facilities and capabilities to meet the company's requirement • approve NDT techniques and procedures prepared by NDT Level II personnel including the written practice on the qualification of NDT personnel to the European Standard EN4179 (as revised), CAAM AN 52 and NAS 410 • prepare for audit and surveillance of the NDT facilities, procedures, records and personnel qualification to verify and assist in ensuring compliance to written procedures and regulatory requirements • review audit report and ensure corrective actions taken on the Non-Conformance Reports (NCR) • liaise with airworthiness authorities and customers with regards to NDT and to ensure all NDT methods used in NDT section are approved by either CAAM or NAA • conduct training on NDT personnel as required • conduct Level I and II examinations to European Standard EN 4179 (as revised), CAAM AN 52 and NAS 410 or other employer-based certifications • maintain a list of NDT Level I and Level II personnel in the NDT Section • ensure all NDT personnel undergo an annual vision check and maintain a record • carry out all NDT tasks performed within the approved NDT Services Section capability • undertake other tasks as assigned by Superior. Report status and file reports on assigned tasks to his office • recommend and budget for acquisition of suitable equipment to perform NDT including calibration of tooling & equipment necessary for the maintenance of organisation customer aircrafts • when required by the written practice, be capable of auditing outside agencies to ensure the requirements of the written practice are met 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. interpret, review, verify and apply Principles of the National Aviation Authority Aviation Legislation with the company procedures 2. revise Human Factors and Basic Error Management regulations in Aerospace Manufacturing context 3. develop Non-Destructive Testing (NDT) technique and procedures to be used by subordinates by having thorough knowledge of materials, components, product technologies 4. keep track and update to latest revision of NDT requirement as per in NDT saturator body 	5	<ul style="list-style-type: none"> • Air Legislation and Internal Company Procedures • Safety Management System Awareness Training • NDT Level 3 certification – Basic • NDT Level 3 Certification – Method • Human Factor Training
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. handle conflict between staff 2. lead workplace communication through the implementation of communication strategies and mechanisms throughout different organisation levels 	5	<ul style="list-style-type: none"> • Effective Corporate Communication Training or equivalent as required

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Etiquette Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. how leadership in creating and overseeing policies for ethical practises at the organisation level 2. promote and inculcate ethical behaviour per AS9100D in the entire team 	<p>5</p>	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or equivalent • AS9100D Training
<p>Health, Safety and Environment</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead and oversee a Occupational Health and Safety Management System 2. promote and inculcate safe practices/safety culture among the staff in the Organisation 	<p>5</p>	<ul style="list-style-type: none"> • OSHA and HSE Awareness Training
<p>Using Technology</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. utilise Information Technology tools and technique throughout the organisation 	<p>4</p>	<ul style="list-style-type: none"> • Microsoft Office or equivalent software intermediate level
<p>Human Resources & Management Skills</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. assess Competence, Appraise, Evaluate staff, review on-the job-training programmes and competency base assessments 2. implement a Working Team culture and lead teams 	<p>5</p>	<ul style="list-style-type: none"> • Internal HR Awareness Training or equivalent • Corporate Management Training for the subject or equivalent
<p>Change Management</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. adapt to changes in the work environment when changes to organisational 	<p>4</p>	<ul style="list-style-type: none"> • Leadership or Management Skills Training

JOB & SKILLS DESCRIPTION AND REQUIRED TRAINING

	structure, function or businesses occur		
Strategic Thinking	The ability to: 1. implement and apply improvements arising from Organisational Analysis	4	<ul style="list-style-type: none">• Corporate Management Training for the subject or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> AM & PM Training
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> manage, regulate and establish the correct use of the application of Non-Destructive Testing (NDT) concepts, principles and practical aspects of aircraft/component manufacturing <p>For NOSS Non-Destructive Testing, refer to MC-062-1, MC-062-2, MC-062-3 or M712-003-1:2017, M712-003-2:2017, M712-003-3:2017 or MC-117-1:2014, MC-117-2:2014, MC-117-3:2014 or MC-116-1:2014, MC-116-2:2014, MC-116-3:2014 or M712-006-3:2019, M712-006-2:2019, M712-006-1:2019</p>	8	<ul style="list-style-type: none"> LEAN Manufacturing Training & Eliminate Waste OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Work area internship NDT level 3 Basic NDT Level 3 Method Certification
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> encourage, manage and promote production productivity processes and concepts of innovation 	7	<ul style="list-style-type: none"> OJT or experiential training in the work area; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Work area internship
Project Management	<p>The ability to:</p> <ol style="list-style-type: none"> encourage and promote project management principles in the daily operations 	6	<ul style="list-style-type: none"> Fundamentals of Project Management (PMP or PRINCE2 or equivalent)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

<p>Quality</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. implement Quality Management System (QMS) functions in order to support internal and external audits 2. conduct Non-Destructive Testing (NDT) audit internally 3. conduct Non-Destructive Testing (NDT) annual assessment for each NDT Inspector/Engineer 	<p>7</p>	<ul style="list-style-type: none"> • APQP Training to meet new Quality Requirement • Lead Auditor Training (AS9100/ISO9001) • Internal Company Procedures Training • Part M and Part 145 Training
<p>Technical and Engineering Fundamentals</p>	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review, validate and approve the correct usage of concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to Non-Destructive Testing (NDT) application process 2. review recommendation and approve development of Non-Destructive Testing (NDT) technique and NDT written practice in accordance with applicable airworthiness requirements, showing the compliance with National Aviation Authority (NAA) requirements 	<p>6</p>	<ul style="list-style-type: none"> • Meeting Civil Aviation Authority of Malaysia (CAAM) Airworthiness Notice (AN) 1101 Training Requirements; Or • NDT Level 3 certification • University Degree in Engineering or equivalent

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Division : Manufacturing			
Stream : Quality			
Job Title : Head of Quality			Level: 8
<p>Job Description:</p> <p>The Head of Quality is a personnel who has a depth Quality philosophy, knowledge and vision in the Aerospace field. Their role is to bring a quality vision to drive and deliver long term continuous improvements in alignment with company grow strategy. Besides, this role will be accountable for the entire quality function including Quality Assurance, Quality Control & Quality Engineering across the organisations.</p> <p>They lead and oversee the operation of their division ensuring all maintenance activities such as assembly, disassembly, functional test of the systems and components are performed in accordance with Original Equipment Manufacturers (OEM's) technical manuals, organisational and regulatory requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • ensure that all warranty claims are investigated, validated and followed up as deemed necessary • manage regular technical coordination meetings with operators to keep abreast of work scope requirements • develop and oversee continuous improvement processes 			
SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	The ability to: <ol style="list-style-type: none"> 1. revise Human Factors and Basic Error Management regulations in aviation context 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement
	The ability to: <ol style="list-style-type: none"> 2. interpret, review, verify and apply principles of the National Aviation Authority (NAA) aviation legislation with the company procedures 	4	
Communications	The ability to: <ol style="list-style-type: none"> 1. lead workplace communication through the implementation of communication strategies and mechanisms 	5	<ul style="list-style-type: none"> • Effective Communication Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	throughout different organisation levels		
	The ability to: 2. communicate in a timely manner information relevant to stakeholders	4	
Interpersonal Skill	The ability to: 1. have social skills in executing, monitoring and closing specific projects 2. assist and supervise subordinates in job assignments to the standards of the company	5	<ul style="list-style-type: none"> • Communication Course • Presentation Course • Interpersonal Training • Teamwork Course
Etiquette Management	The ability to: 1. understand and commit to professional ethics and responsibilities as a Manager	5	<ul style="list-style-type: none"> • Effective Communication Course
Health, Safety and Environment	The ability to: 1. manage the Safety, Health, Security and Environment compliance (SHSE), Occupational Safety and Health Administration (OSHA), Safety Management System (SMS), ISO, Environmental Act compliance of the department 2. approve and administer Occupational Safety and Health (OSH) principles	4	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training • Working at Height & Confined Space Training
Using Technology	The ability to: 1. utilise Information Technology (IT) tools	4	<ul style="list-style-type: none"> • Information Technology Awareness Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	and technique throughout the organisation		<ul style="list-style-type: none"> OEM Training (in-house or external)
Human Resources & Management Skills	The ability to: <ol style="list-style-type: none"> lead and develop a system to assess competency, appraisal, evaluation of staff, review on-job-training programmes and competency base assessments 	5	<ul style="list-style-type: none"> Internal HR Management Training or equivalent Leadership or Management Skills Training PCA Training
	The ability to: <ol style="list-style-type: none"> apply emotional competence at the work environment collaborate and work in a team effectively 	3	
Change Management	The ability to: <ol style="list-style-type: none"> provide inputs for any changes or improvement to work environment to support a new approach or method of working demonstrate an ability to adapt to changes in the work environment by adopting a new approach or methods of working 	3	<ul style="list-style-type: none"> Relevant programme/module in Change Management as offered in Bachelor in Business Administration courses or Master's in Business Administration
Strategic Thinking	The ability to: <ol style="list-style-type: none"> develop, lead and implement business strategy and planning system develop and review organisational analysis and implement improvements 	5	<ul style="list-style-type: none"> Relevant programme/module in Change Management as offered in Bachelor in Business Administration courses or Master's in

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	3. drive and achieve organisational targets		Business Administration
	4. achieve organizational targets	4	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> apply basic knowledge on Autonomous Maintenance (AM) & Preventive Maintenance (PM) 	3	<ul style="list-style-type: none"> AM & PM Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> apply knowledge in fundamentals (Theory & Operational) on production process and key areas as follows: <ul style="list-style-type: none"> Production Process (i.e. Sheet Metal, Assembly, Machining, Composite Manufacturing) Lean Manufacturing 	3	<ul style="list-style-type: none"> Basic training of Manufacturing Process for Advanced Composites (Aircraft Manufacturing) Lean Manufacturing Training
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> administer qualification activity-part (TP, FPQ, PPV, FAI) process and equipment (EQP) administer in the material review board (MRB) in validating non-conformances, identifying proper disposition and containment 	8	<ul style="list-style-type: none"> Control of Non-Conformance (MRB) Training
Productivity and Innovation	<p>The ability to:</p> <ol style="list-style-type: none"> approve planning of work assignment to ensure high productivity and performance, efficient utilisation of manpower and avoid or minimise wastage establish production productivity processes and implement initiatives of 	6	<ul style="list-style-type: none"> 5S Training EN9136:2018 Aerospace series - Root cause analysis and problem solving (9S Methodology) Poka-Yoke (Mistake Proofing) Awareness Training Kaizen Training Lean Six Sigma

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	innovation and improvement		
Project Management	The ability to: <ol style="list-style-type: none"> regulate the usage of project management principles in the daily operations 	7	<ul style="list-style-type: none"> Project Management Training (Basics)
	The ability to: <ol style="list-style-type: none"> plan and manage tasks to achieve deadlines 	6	
Quality	The ability to: <ol style="list-style-type: none"> oversee the corrective actions process (if any) in certifications and surveillance audits understand, lead, challenge the audit team findings, execute and perform quality functions through-out the organisation oversee the quality process to deliver key business deliverables per APQP requirements 	7	<ul style="list-style-type: none"> Internal Company Procedures Course APQP Training AS9100 Audit Training NADCAP Audit Training
Specialised Processes	The ability to: <ol style="list-style-type: none"> apply the concepts and validate, principles and practical aspects of Specialised Processes during Production Process 	6	<ul style="list-style-type: none"> Process Specifications Training

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Technical and Engineering Fundamentals	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and approve the correct usage of concepts, principles and practical aspects of engineering basics, physics and chemistry in relation to quality processes 	<p>8</p>	<ul style="list-style-type: none"> • Materials & Process Specifications Training (based on customer) • ERP (e.g. SAP) System Training • Work Instruction System Training
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. review and approve the respond to supplier and production request for engineering assistance with accurate answers per the applicable procedures 	<p>8</p>	<p>N/A</p>

Division : Manufacturing	
Stream : Quality	
Job Title : Head of Plant	Level: 8
<p>Job Description:</p> <p>The Head of Plant has to plan, organise, direct, control and coordinate all manufacturing / production and support activities with the main focus of ensuring a profitable business operation with continuous engagements with customers for current and future business opportunities, ensuring and implementing all Rules, Regulations and Protocols are met, adhered and executed accordingly.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • plan and implement policies and legislation • plan, direct and coordinate activities concerning the production of goods • establish and direct operational and administrative procedures • monitor the plant operations at all stages, from raw materials/consumables requirements to production and delivery/shipment schedule with relevant resources; mitigate possible risks and providing proactive solutions to challenges • daily liaise with sales division/ department on customers’ confirmed requirements and plan the sequences of activities up to date efficiently and effectively • daily collaborate with relevant unit heads to update, keep up with dedicated schedule and oversee the on-going plan meets to customers’ requirements • daily support and manage information network within the operation as a centralise business data centre: collate, digest, integrate and consolidate data from head units to summarise output • support the administration of company IT solutions to ensure data backup, hard drives etc. function efficiently • represent the organisation in its dealings with other divisions of the enterprise or with external agencies • negotiate with suppliers, customers and other organisations • identify business opportunities and determine the products to be manufactured • monitor budgetary estimates and control expenditure 	

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	GENERAL AND BEHAVIOR SKILLS	COMPETENCY	REQUIRED TRAINING
Legislation and Regulation	<p>The ability to:</p> <ol style="list-style-type: none"> 1. revise Human Factors and Basic Error Management in the aviation context 2. regulate Basic Regulation Requirements 3. interpret and review Company Procedures 	5	<ul style="list-style-type: none"> • AS9100 Awareness • NADCAP Requirement and Audit Checklist Awareness • Company Procedures • Human Factors Awareness Training • Customer Contract Requirement
Communications	<p>The ability to:</p> <ol style="list-style-type: none"> 1. handle conflict between staff 2. lead workplace communication through the implementation of communication strategies and mechanisms throughout different organisation levels 3. impart organisation's interests to staff 	4	<ul style="list-style-type: none"> • Effective Communication Course • Technical Report Writing • Presentation Course
Interpersonal Skill	<p>The ability to :</p> <ol style="list-style-type: none"> 1. lead external and inter departmental engagement 2. coordinate and play the role as a Team Leader as part of a team 3. utilise emotional intelligence in a working environment and able to manage subordinate work 	5	<ul style="list-style-type: none"> • Interpersonal Training • Teamwork Course • Effective Leadership and Management Course • Effective Supervisory Course

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

	<p>issues</p> <p>4. hold small team workshops to advise and train colleagues</p>		
Etiquette Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. show leadership in creating and overseeing policies for ethical practices at the organisation level 2. manage subordinate's reporting fairly, fair workload assignment and delegation to ensure work continuity 	4	<ul style="list-style-type: none"> • Internal Organisation Ethics and Compliance Awareness or its equivalent • HR Integrity Training (in-house or external)
Health, Safety and Environment	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead and oversee a Occupational Health and Safety Management System 2. develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan 3. lead, surveil and apply occupational Safety and Health principles 	5	<ul style="list-style-type: none"> • Safety Management System Awareness Training • OSHA and HSE Awareness Training • Industrial Safety Awareness Training • Chemical Safety Training
Using Technology	<p>The ability to :</p> <ol style="list-style-type: none"> 1. implement an Information Technology System that utilise Information Technology tools and technique throughout the organisation 	4	<ul style="list-style-type: none"> • Information Technology Awareness Training • OEM Training (in-house or external)

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Human Resources & Management Skills	<p>The ability to:</p> <ol style="list-style-type: none"> 1. lead and oversee HR system to meet organisation requirements 2. lead and develop a system to assess competency, appraisal, evaluation of staff, review on-job-training programmes and competency base assessments 	5	<ul style="list-style-type: none"> • Internal HR Management Training or equivalent • Leadership or Management Skills Training • PCA Training
Change Management	<p>The ability to :</p> <ol style="list-style-type: none"> 1. adhere to engineering change control requirements for compliance and process improvement activities 2. influence and lead changes in the work environment by implementing new business directions, collaborations, procedures or policies 	4	<ul style="list-style-type: none"> • Relevant programme/module in Change Management as offered in Bachelor in Business Administration courses or Master's in Business Administration
Strategic Thinking	<p>The ability to:</p> <ol style="list-style-type: none"> 1. develop, lead and implement business strategy and planning system 2. develop and review Organisational Analysis and implement improvements 3. drive and achieve organisational targets 	4	<ul style="list-style-type: none"> • Relevant programme/module in Change Management as offered in Bachelor in Business Administration courses or Master's in Business Administration

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Risk Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. set and identify Opportunity and Risk Analysis 	5	<ul style="list-style-type: none"> • Risk Management Training
Finance	<p>The ability to:</p> <ol style="list-style-type: none"> 1. analysis the Profit and Loss of the Organisation's Business Performance 	4	<ul style="list-style-type: none"> • Management Finance Training • Management Accounting Training
Organisation Results	<p>The ability to:</p> <ol style="list-style-type: none"> 1. develop long term and mid term Business Strategy and Business Plan 2. develop organisation vision and mission Statements 	5	<ul style="list-style-type: none"> • Relevant programme/ module in Change Management as offered in Bachelor in Business Administration courses or Master's in Business Administration

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

SKILL CATEGORY	TECHNICAL SKILLS	COMPETENCY	REQUIRED TRAINING
Maintenance	<p>The ability to:</p> <ol style="list-style-type: none"> demonstrate an understanding of the fundamental maintenance aspects of the fabrication and manufacturing process within the work scope of the organisation 	5	<ul style="list-style-type: none"> Acquired work experience through engagement in manufacturing industry in the discipline of Quality, Operations, Technical, Planning, Operation Support, Workshop or Training
Manufacturing Processes	<p>The ability to:</p> <ol style="list-style-type: none"> implement use of factory data management and manufacturing systems implement procedures of accessing relevant and correct revision documentation applicable to the manufacturing process in hand according to the organisations systems 	6	<ul style="list-style-type: none"> Training in manufacturing systems such as manufacturing cards, technical/work instruction Training in process documentation and work flows
Operations and Productions	<p>The ability to:</p> <ol style="list-style-type: none"> identify and implement correct equipment and tooling with the proper techniques to ensure work output meets the standards required implement safe use of fixtures and work holding equipment within their work cell 	6	<ul style="list-style-type: none"> Training in manufacturing systems such as manufacturing cards, technical/work instructions Training in process documentation and work flows

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

Productivity and Innovation	The ability to: 1. lead, promote and encourage innovations among the staff in the organisation	7	N/A
Project Management	The ability to: 1. provide Operational Budget Management 2. estimate Process Costing	6	<ul style="list-style-type: none"> • Fundamentals of Project Management
Quality	The ability to: 1. implement Industry requirements with regards to Aerospace Quality Approvals for Manufacturing /Production Process 2. implement Basic Failure Mode and Effect Analysis Methods in the organisation 3. understand and adhere to a Quality Management System within the organization with all the required quality functions and quality elements associated with it 4. sustain the quality requirements and performance	7	<p>Courses related to the following disciplines or areas:</p> <ul style="list-style-type: none"> • AS9100 Training • APQP Training • NADCAP Training • Basic PFMEA Training • Internal Company Procedures Training
Specialised Processes	The ability to: 1. understand detailed theoretic knowledge of Special Manufacturing Process and fabrication principles to ensure reliable service performance	7	<p>Relevant approved courses and training on any one of Specialised Processes workshops relevant to the Job Scope area :</p> <ul style="list-style-type: none"> • Repair Techniques for Composites • Welding Process • Chemical Cleaning and Surface Treatment • Painting

JOBS & SKILLS DESCRIPTION AND REQUIRED TRAINING

			<ul style="list-style-type: none"> • Heat Treatment • Non-Destructive Testing • Machining
Supply Chain Management	<p>The ability to:</p> <ol style="list-style-type: none"> 1. demand planning that can improve the accuracy of revenue forecasts, align inventory levels with peaks and troughs in demand, and enhance profitability for a particular channel or product 2. understand the Supply Chain and Warehouse and Logistics Operations 	7	<ul style="list-style-type: none"> • Supply Chain Management Course

ABBREVIATIONS

PRODUCTION/OPERATIONS

1. 5S: **S**ort, **S**et in Order, **S**hine, **S**tandardize, **S**ustain
2. ADE: **A**dvance **D**rilling **E**quipment
3. APQP: **A**dvanced **P**roduct **Q**uality **P**lanning
4. AS9100: **A**erospace **S**tandard **9100**
5. CAB: **C**orrective **A**ction **B**oard
6. CNC: **C**omputer **N**umerical **C**ontrol
7. EHS: **E**nvironmental, **H**ealth and **S**afety
8. ERP: **E**nterprise **R**esource **P**lanning
9. FAI: **F**irst **A**rticle **I**nspections
10. FOD: **F**oreign **O**bject **D**ebris
11. FPQ: **F**irst **P**art **Q**ualification
12. GD&T: **G**eometric **D**imensioning and **T**olerancing
13. HR: **H**uman **R**esources
14. HSE: **H**ealth, **S**afety & **E**nvironment
15. ISO: **I**nternational **O**rganization for **S**tandardization
16. IT: **I**nformation **T**echnology
17. ME: **M**anufacturing **E**ngineer
18. MES: **M**anufacturing **E**xecution **S**ystem
19. MPS: **M**aster **P**roduction **S**chedule
20. MRB: **M**aterial **R**eview **B**oard

ABBREVIATIONS

PRODUCTION/OPERATIONS

21. MSDS: **M**aterial **S**afety **D**ata **S**heet
22. NADCAP: **N**ational **A**erospace and **D**efense **C**ontractors **A**ccreditation **P**rogram
23. NOSS: **N**ational **O**ccupational **S**kills **S**tandards
24. OEM: **O**riginal **E**quipment **M**anufacturers
25. OSHA: **O**ccupational **S**afety and **H**ealth **A**dministration
26. PCA: **P**ersonal **C**ompetency **A**ssessment
27. PFMEA: **P**rocess **F**ailure **M**ode and **E**ffects **A**nalysis
28. QE: **Q**uality **E**ngineer
29. QMS: **Q**uality **M**anagement **S**ystems
30. RCCA: **R**oot **C**ause **C**orrective **A**ction
31. SAP: **S**ystems **A**pplication **P**roducts
32. SHSE: **S**afety, **H**ealth, **S**ecurity & **E**nvironment
33. SMS: **S**afety **M**anagement **S**ystem
34. SOP: **S**tandard **O**perating **P**rocedure
35. WIP: **W**ork **i**n **P**rogress
36. WSHMS: **W**orkplace **S**afety and **H**ealth **M**anagement **S**ystem

ABBREVIATIONS

ENGINEERING

- 1.5S: **S**ort, **S**et in Order, **S**hine, **S**tandardize, **S**ustain
- 2.8D Report: **E**ight **D**isciplines Report
- 3.AG: **A**irworthiness **G**uidance
- 4.AM: **A**utonomous **M**aintenance
- 5.APQP: **A**dvanced **P**roduct **Q**uality **P**lanning
- 6.AS9100: **A**erospace **S**tandard **9100**
- 7.ASL: **A**pproved **S**uppliers **L**ist
- 8.ASME: **A**merican **S**ociety of **M**echanical **E**ngineers
- 9.BOM: **B**ill of **M**aterials
- 10.CAA Malaysia Part M: **C**ontinuing **A**irworthiness **R**equirements
- 11.CAAM: **C**ivil **A**viation **A**uthority of **M**alaysia
- 12.CAB: **C**orrective **A**ction **B**oard
- 13.CAD: **C**omputer-**A**ided **D**esign
- 14.CADCAM: **C**omputer-**A**ided **D**esign & **C**omputer-**A**ided **M**anufacturing
- 15.CAPEX: **C**apital **E**xpenditures
- 16.CATIA: **C**omputer **A**ided **T**hree-Dimensional **I**nteractive **A**pplication
- 17.CNC: **C**omputer **N**umerical **C**ontrol
- 18.DFM: **D**esign for **M**anufacturing
- 19.DMU: **D**igital **M**ock-**U**p
- 20.EARs: **E**ngineering **A**ssistance **R**equest
- 21.EASA: **E**uropean **A**viation **S**afety **A**gency
- 22.EHS: **E**nvironment, **H**ealth, **S**afety
- 23.ERP: **E**nterprise **R**esource **P**lanning
- 24.FAA: **F**ederal **A**viation **A**dministration
25. FMEA: **F**ailure **M**ode & **E**ffect **A**nalysis
26. FPQ: **F**irst **P**art **Q**ualification
27. Gauge R&R: **G**auge **R**epeatability and **R**eproducibility
28. GD&T: **G**eometric **D**imensioning & **T**olerancing
29. HR: **H**uman **R**esource
30. HSE: **H**ealth, **S**afety & **E**nvironmental

ABBREVIATIONS

ENGINEERING

31. IBT: **I**ntegrated **B**usiness **T**eam
32. ICAO: **I**nternational **C**ivil **A**viation **O**rganization
33. ICY related tooling: **I**nterchangeability related tooling
- 34.ISO: **I**nternational **O**rganization for **S**tandardization
35. IT: **I**nformation **T**echnology
36. KPI: **K**ey **P**erformance **I**ndices
37. MCAR 2016: **M**alaysian **C**ivil **A**viation **R**egulation 2016
38. MES: **M**anufacturing **E**xecution **S**ystems
39. MRB: **M**aterial **R**eview **B**oard
40. MRO: **M**aintenance, **R**epair & **O**verhaul
41. MSDS: **M**aterial **S**afety **D**ata **S**heet
42. NADCAP: **N**ational **A**erospace and **D**efense **C**ontractors **A**ccreditation **P**rogram
43. NC code: **N**umerical **C**ontrol **C**ode
44. NC Simul : **C**NC **s**imulation
45. NOSS: **N**ational **O**ccupational **S**kills **S**tandards
46. NPI: **N**ew **P**roduct **I**ntroduction
47. OCAP: **O**ut of **C**ontrol **A**ction **P**lan
48. OEE: **O**verall **E**quipment **E**ffectiveness
- 49.OEM: **O**riginal **E**quipment **M**anufacturer
50. OHSAS18001: **O**ccupational **H**ealth and **S**afety **A**ssessment **S**eries
- 51.OJT: **O**n the **J**ob **T**raining
- 52.OEE equipment checks: **O**verall **E**quipment **E**ffectiveness **C**heck
- 53.OSHA: **O**ccupational **S**afety and **H**ealth **A**dministration
- 54.PAS: **P**roduct **A**cceptance **S**oftware
- 55.PCA: **P**ositive **C**ontrol **A**irspace
- 56.PDM: **P**roduct **D**ata **M**anagement
- 57.PFMEA: **P**rocess **F**ailure **M**ode **E**ffects **A**nalysis
- 58.PLM: **P**roduct **L**ifecycle **M**anagement
59. PM: **P**reventive **M**aintenance
60. PPAP: **P**roduction **P**art **A**pproval **P**rocess

ABBREVIATIONS

ENGINEERING

61. PPV: **P**re-**P**roduction **V**erification
62. QA: **Q**uality **A**ssurance
63. QRB: **Q**uality **R**eview **B**oard
64. R&D: **R**esearch & **D**evelopment
65. RCCA: **R**oot **C**ause and **C**orrective **A**ctions
66. SHSE: **S**afety, **H**ealth, **S**ecurity and **E**nvironment
67. Siemens NX ISV: **S**iemens **NX** **I**ntegrated **S**imulation and **V**erification
68. SMS: **S**afety **M**anagement **S**ystem
69. SOP: **S**tandard **O**perating **P**rocedure
70. SPC: **S**tatistical **P**rocess **C**ontrol
71. SQCRT board: **S**afety, **Q**uality, **C**ost, **D**elivery, **T**eam (or Training) board
72. SWOT: **S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats
73. TCC: **T**ool **C**ycle **C**heck
74. TPM: **T**otal **P**reventive **M**aintenance
75. VSM: **V**alue **S**tream **M**apping
76. WFH: **W**ork **F**rom **H**ome
77. WI: **W**ork **I**nstruction
78. WSHMS: **W**orkplace **S**afety and **H**ealth **M**anagement **S**ystem

ABBREVIATIONS

QUALITY

1. 5S: **S**ort, **S**et in Order, **S**hine, **S**tandardize, **S**ustain
2. AM: **A**utonomous **M**aintenance
3. AN: **A**irworthiness **N**otice
4. AS9100: **A**erospace **S**tandard **9100**
5. CAAM: **C**ivil **A**viation **A**uthority of **M**alaysia
6. CAP: **C**ompany **A**pproval **P**rocedure
7. CMM: **C**oordinate **M**easuring **M**achine
8. EASA: **E**uropean **A**viation **S**afety **A**gency
9. EHS: **E**nvironmental, **H**ealth and **S**afety
10. FAA: **F**ederal **A**viation **A**dministration
11. FAI: **F**irst **A**rticle **I**nspection
12. FPI: **F**luorescent **P**enetrant **F**law **I**nspection
13. HR: **H**uman **R**esources
14. HSE: **H**ealth, **S**afety & **E**nvironment
15. IMTE: **I**nspection **M**easuring and **T**esting **E**quipment
16. ISO: **I**nternational **S**tandards **O**rganization
17. MCAR 2016: **M**alaysian **C**ivil **A**viation **R**egulation **2016**
18. MME: **M**onitoring and **M**easuring **E**quipment
19. MSDS: **M**aterial **S**afety **D**ata **S**heets
20. NAA: **N**ational **A**viation **A**uthority
21. NADCAP: **N**ational **A**erospace and **D**efense **C**ontractors **A**ccreditation **P**rogram
22. NDT: **N**on-**D**estructive **T**esting
23. OJT: **O**n-the-**J**ob **T**raining
24. OSHA: **O**ccupational **S**afety and **H**ealth **A**dministration
25. PM: **P**reventive **M**aintenance
26. QII: **Q**uality **I**nspection **I**nstruction
27. QMS: **Q**uality **M**anagement **S**ystem
28. RT: **R**adiography **I**nspection
29. SAMM: **S**kim **A**kreditasi **M**akmal **M**alaysia
30. SHSE: **S**afety, **H**ealth, **S**ecurity and **E**nvironment
31. SMS: **S**afety **M**anagement **S**ystem
32. SOP: **S**tandard **O**perating **P**rocedures

LIST OF SOURCES

- Way-point Report: Malaysian Aviation Industry Outlook” Report on March 2020 by the Malaysian Aviation Commission (MAVCOM)
- Occupational Framework Aerospace Industry, 2017, Department of Skills Development (DSD) and National Aerospace Industry Coordinating Office (NAICO)
- Aviation Benefits Beyond Borders, 2018, Air Transport Action Group (ATAG)
- Critical Occupations List 2018/2019 Report, 2019, Ministry of Human Resources
- HRDF Internal Data, Year 2019

