

SKILLS FRAMEWORK FOR AEROSPACE				
SKILLS MAP - Planning Supervisor (Aircraft Maintenance)				
Sector	Aerospace			
Track	Aircraft Maintenance			
Occupation	Production Planning Supervisor			
Job Role	Planning Supervisor (Aircraft Maintenance)			
Job Role Description	<p>The Planning Supervisor (Aircraft Maintenance) plans aircraft maintenance works, updates works orders and supports in planning of resources for aircraft servicing and recovery operations. He/She allocates work packages to sub-contractors, conducts inventory planning and control, reviews warranty claims, and coordinates the timely arrival of spares and consumables to meet flowchart targets. He analyses data from supply chain management (SCM) systems, monitors supplier performance and schedules regular programme reviews with customers and suppliers.</p> <p>He monitors compliance with airworthiness and legislative requirements, and the organisation's safety, health and quality systems. He implements continuous improvement initiatives and lean practices in the workplace</p> <p>He should be methodical and well-organised, and should possess planning and stakeholder management skills. He should be a team player, possess good verbal and written communication skills, and participate in cross-departmental problem-solving to ensure adherence to planned maintenance schedules and uninterrupted supply of planned resources.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)*	
	Manage aircraft maintenance programmes	Plan aircraft maintenance works	In accordance with: <ul style="list-style-type: none"> • International Civil Aviation Organisation (ICAO) legislation • Air Navigation Order (ANO) • Singapore Airworthiness Requirements (SAR) • Workplace Safety and Health (WSH) Act • Environmental standards • Aerospace quality management system standards *Performance Expectations are non-exhaustive and subject to prevailing regulations	
		Support in planning of resources to accomplish aircraft maintenance functions		
		Update maintenance work orders for aircraft servicing and recovery operations		
		Schedule technical and programme reviews with customers and suppliers		
	Manage supply chain and logistics	Allocate work packages to sub-contractors for aircraft maintenance and repair works		
		Conduct inventory planning and control as per organisational and regulatory requirements		
		Coordinate timely arrival of spares and consumables to meet flowchart targets		
		Review warranty claims to original equipment manufacturers (OEM)		
		Interpret data and information from supply chain management (SCM) systems		
	Conform to management system requirements	Monitor supplier performance		
		Identify relevant standard operating procedures (SOPs) for maintenance planning activities		
		Monitor compliance with legislative requirements and airworthiness standards		
		Oversee conformance to environment, safety and health systems, policies and procedures		
	Contribute to continuous improvement	Supervise activities to ensure implementation of organisational quality and risk management systems		
Implement continuous improvement initiatives and activities				
Adopt lean practices for assigned tasks				
	Interpret data for operational analytics			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Aviation Legislation Compliance	Level 2	Problem Solving	Basic
	Condition-based Assets Monitoring Management	Level 2	Decision Making	Basic
	Continuous Process Improvement	Level 2	Service Orientation	Basic
	Human Factors Application and Error Management	Level 2	Resource Management	Basic
	Internet of Things Implementation	Level 2	Interpersonal Skills	Intermediate
	Knowledge Management	Level 2		
	Lean Manufacturing	Level 2		
	Maintenance Coordination	Level 2		
	Mathematical Concepts Application	Level 2		
	Quality System Management	Level 2		
	Robotics and Automation Application	Level 2		
	Warehouse Inventory Control and Audit	Level 2		

	Workplace Safety and Health Framework Development and Implementation	Level 2		
Programme Listing	<i>For a list of training programmes available for the Aerospace sector, please visit <https://www.skillsfuture.sg/skills-framework/aero></i>			

The information contained in this document serves as a guide.