

SKILLS FRAMEWORK FOR AEROSPACE				
SKILLS MAP - Planning Executive (Aircraft Engine / Component Maintenance)				
Sector	Aerospace			
Track	Aircraft Engine / Component Maintenance			
Occupation	Production Planning Engineer			
Job Role	Planning Executive (Aircraft Engine / Component Maintenance)			
Job Role Description	<p>The Planning Executive (Aircraft Engine / Component Maintenance) establishes aircraft engine and component maintenance schedules, releases and work orders for on-time delivery according to customer requirements. He/She plans for manpower and resources, and monitors the status of maintenance works for adherence to project schedules. He liaises with customers, workshops and suppliers for material requirements planning and technical and programme reviews. He supports supply chain and logistics planning through contract negotiations, vendor sourcing, inventory planning and control and provisioning of spares and consumables to meet flowchart targets. He analyses data from supply chain management (SCM) systems and conducts supplier performance and capability assessments.</p> <p>He ensures compliance with airworthiness and legislative requirements and organisation's safety, health and quality systems. He identifies opportunities for continuous improvement through data analytics, research and innovation, and implements lean and sustainability practices in non-destructive testing (NDT) activities. He monitors staff performance and is expected to provide technical guidance to junior team members.</p> <p>He should be highly methodical and proactive, and should possess planning and forecasting skills. He should possess good communication skills and collaborate with internal and external stakeholders to ensure adherence to planned maintenance schedules and maximum utilisation of resources.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks		Performance Expectations (For legislated / regulated occupations)*
	Manage engine and component maintenance programmes	Plan engine and component maintenance schedules, releases and work orders to meet customer requirements		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
		Plan for manpower and resources to accomplish engine and component maintenance functions		
		Monitor engine and component maintenance status for adherence to project timelines and schedules		
		Participate in technical and programme reviews with customers and suppliers		
	Manage supply chain and logistics	Conduct vendor sourcing and contract negotiations		
		Liaise with customers, workshops and engineering teams for material requirements planning		
		Forecast inventory needs based on organisational and regulatory requirements		
		Conduct planning, provisioning and ordering of spares and consumables to meet flowchart targets		
		Process warranty claims to original equipment manufacturers (OEM)		
		Analyse data and information from supply chain management (SCM) systems		
	Conform to management system requirements	Conduct supplier performance and capability assessment		
		Ensure adherence of maintenance planning operations to standard operating procedures (SOPs)		
		Ensure compliance with legislative requirements and airworthiness standards		
		Enforce conformance to environment, safety and health systems, policies and procedures		
Contribute to continuous improvement	Implement organisational quality and risk management systems			
	Implement sustainability practices for engine and component maintenance			
	Identify opportunities for continuous improvement projects			
	Implement lean practices for engine and component maintenance			
Manage people and organisational development	Contribute to research on market trends and technology applications to drive innovation			
	Analyse data for identification of operational and business insights			
	Communicate with team members and customers to ensure smooth day-to-day operations			
	Monitor staff performance			
Provide technical guidance to peers and junior team members				
Technical Skills and Competencies			Generic Skills and Competencies	
Aviation Legislation Compliance	Level 3	Problem Solving	Intermediate	
Budgeting	Level 3	Sense-Making	Advanced	
Business Negotiation	Level 3	Service Orientation	Intermediate	
Business Opportunities Development	Level 2	Decision Making	Basic	
Condition-based Assets Monitoring Management	Level 3	Teamwork	Advanced	
Continuous Process Improvement	Level 3			
Enterprise Database System Administration	Level 3			
Human Factors Application and Error Management	Level 3			

Skills & Competencies	Internet of Things Implementation	Level 3		
	Knowledge Management	Level 3		
	Lean Manufacturing	Level 2		
	Maintenance Coordination	Level 3		
	Mathematical Concepts Application	Level 3		
	Production Planning	Level 3		
	Quality System Management	Level 3		
	Robotics and Automation Application	Level 3		
	Supplier Management and Capability Development	Level 3		
	Warehouse Inventory Control and Audit	Level 3		
	Workplace Safety and Health Framework Development and Implementation	Level 3		
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.