

**SKILLS FRAMEWORK FOR MARINE AND OFFSHORE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Supply Chain Management					
TSC	Procurement Coordination and Policy Development					
TSC Description	Design and implementation of procurement strategies and workflows to govern activities relating to sourcing and purchasing of materials as required to deliver on project expectations					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			MAR-SCL-3003-1.1	MAR-SCL-4003-1.1	MAR-SCL-5003-1.1	MAR-SCL-6003-1.1
			Apply procurement procedures and support workflow optimisation	Develop procurement standard operating procedures (SOPs)	Devise procurement policies and drive workflow optimisation	Transform procurement into an innovative and value-adding process across the organisation
Knowledge			<ul style="list-style-type: none"> • Procurement standard operating procedures (SOPs) and processes • Basic principles of technical drawings • Bill of materials (BOM) • Types of marine equipment, parts and materials • Types of ships and rigs, terminologies and features • Key critical components of rigs and ships • Project timelines • Prequalification of vendors • Procurement management tools, systems and software 	<ul style="list-style-type: none"> • Procurement policies and workflows • SOP development procedures • Warehousing and inventory management strategies • Types of sourcing plans and strategies • Contingency planning 	<ul style="list-style-type: none"> • Industry procurement best practices • Principles of policy development • Procurement strategies • Relevant Marine and Offshore regulatory requirements • Setting of key performance indicators (KPIs) 	<ul style="list-style-type: none"> • Organisation's business strategies and objectives • Types of organisation level sourcing strategies • Organisation's product portfolio • Organisation's procurement requirements
Abilities			<ul style="list-style-type: none"> • Draft procurement schedules based on project plans and execute activities accordingly • Receive requisitions and request quotations based on specifications • Interpret technical drawings and BOM to identify specification requirements 	<ul style="list-style-type: none"> • Translate established procurement policies into actionable items • Detail procurement workflows to develop specific process steps to be followed for frequently procured items and key critical components • Apply knowledge of team's capabilities to 	<ul style="list-style-type: none"> • Devise procurement policies in line with the established strategies and relevant regulatory requirements • Contextualise procurement strategies into actionable workflows • Coach key senior executives and key stakeholders of each department on 	<ul style="list-style-type: none"> • Transform procurement strategies to create a seamless experience which enables rather than hinders project execution • Build synergies between procurement, engineering and project management to facilitate strategic alignment between departments

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			<ul style="list-style-type: none"> • Issue purchase orders (POs) • Maintain procurement documentation, logging relevant information into procurement management system • Raise any procurement-related issues which might impact product quality or project timelines • Gather feedback from other departments on the effectiveness and efficiency of current procurement processes 	<p>develop SOPs and processes which are fit-for-purpose and ensure quality sourcing for reasonable rates</p> <ul style="list-style-type: none"> • Liaise with legal to finalise documentation • Ensure information in procurement management systems is updated regularly • Coordinate with warehousing, engineering and project teams to evaluate future material requirements against existing stock to prioritise purchases accordingly • Develop contingency sourcing plans for frequently procured items 	<p>procurement policies and workflows</p> <ul style="list-style-type: none"> • Liaise with other departments to brainstorm improvement suggestions for procurement workflows • Recommend amendments to procurement policies by accommodating feedback and suggestions for improvement • Devise contingency sourcing plans for key critical components to ensure business continuity 	<ul style="list-style-type: none"> • Highlight procurement policy shortcomings and oversights in terms of catering for current and future product portfolio • Mentor the procurement department in how to remedy strategic, policy and procedural misalignments
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