<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Procurement Management</th>
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<tbody>
<tr>
<td>TSC</td>
<td>Inventory Management</td>
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<tr>
<td>TSC Description</td>
<td>Formulate and implement inventory management strategies targeted at ensuring availability of equipment, tools and materials for engineering projects for the purpose of construction, operations and maintenance works</td>
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<td>TSC Proficiency</td>
<td>Level 1</td>
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<td>EGS-SCL-3004-1.1-1</td>
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<tr>
<td>Maintain inventory levels of equipment, tools and other materials as well as ensure accuracy of their availability by recording receipt and movement of stocks according to established procedures and processes</td>
<td>Monitor stocktaking procedures, interpret inventory information, document missing or damaged equipment, tools and other materials in accordance to stock control procedures</td>
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</tbody>
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Knowledge

- Stock control procedures for receipt, verification and dispatch of equipment, tools and materials
- Stock control processes for recording, storage, tracking and handling of equipment, tools and other materials
- Types of spare parts, equipment, tools and materials for construction, operations and maintenance works
- Methods to maintain storage and equipment maintenance

Abilities

- Align inventory levels in accordance with project requirements, organisational stock control procedures and systems
- Monitor movement of spare parts, equipment, tools and materials for construction, operations and maintenance works according to stock plans
- Manage on-site inventory levels of materials and equipment in accordance with project requirements
- Manage the implementation of organisational stock control procedures and systems
- Determine cost-effective and efficient methods for stock movement
- Formulate organisational policies and procedures for receipt, tracking, dispatch and secure storage of stocks
- Initiate solutions and implementation of procedures to prevent future losses
- Initiate an effective inventory system to rotate and replenish

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| 1. | Maintain documentation of inventory levels  
2. | Record and report discrepancies of inventory levels  
3. | Check movement and on-site storage of spare parts, equipment, tools and materials to ensure its protection  
4. | Organise, monitor and evaluate staff training on stocktaking procedures  
5. | Facilitate the completion of stock records in accordance with organisational stock take control procedures  
6. | Verify that stock discrepancies are recorded in accordance with organisational policies and procedures  
7. | Inspect and take actions on obsolete, redundant and damaged stocks in accordance with organisational policies and procedures  
8. | Formulate inventory management policies with key performance indicators (KPIs)  
9. | Formulate inventory management policies with key performance indicators (KPIs)  
10. | Ensure availability of spare parts, equipment, tools and materials for construction, operations and maintenance work

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