

TSC Category	Procurement Management					
TSC	Inventory Management					
TSC Description	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					
TSC Proficiency	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			EGS-SCL-3004-1.1-1	EGS-SCL-4004-1.1-1	EGS-SCL-5004-1.1-1	
			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	Monitor stocktaking procedures, interpret inventory information, document missing or damaged equipment, tools and other materials -in accordance to stock control procedures	Develop organisational policies and procedures for receipt, dispatch and secure storage of equipment, tools and other materials to prevent loses and achieve effective inventory system	
Knowledge			<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 Methods to maintain storage and equipment maintenance Cost-effective and efficient methods of stock movement Security measures for stock control procedures 	<ul style="list-style-type: none"> Practices of on-site inventory management Stock control processes for recording, storage, tracking and handling of equipment, tools and other materials Cost-effective and efficient methods of stock movement Security measures for stock control procedures Common key performance indicators for on-site inventory management 	
Abilities			<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	

**SKILLS FRAMEWORK FOR ENGINEERING SERVICES
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE**

			<ul style="list-style-type: none"> • Maintain documentation of inventory levels • Record and report discrepancies of inventory levels • Check movement and on-site storage of spare parts, equipment, tools and materials to ensure its protection 	<ul style="list-style-type: none"> • Organise, monitor and evaluate staff training on stocktaking procedures • Facilitate the completion of stock records in accordance with organisational stock take control procedures • Verify that stock discrepancies are recorded in accordance with organisational policies and procedures • Inspect and take actions on obsolete, redundant and damaged stocks in accordance with organisational policies and procedures 	<p>inventory levels against project requirements to ensure availability of spare parts, equipment, tools and materials for construction, operations and maintenance work</p> <ul style="list-style-type: none"> • Formulate inventory management policies with key performance indicators (KPIs) 	
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