

## **1. Technical Planning Officer (TPO).**

- Ensure to daily monitor the due hours/days/months for scheduled maintenance and SB from AD system.
- Concession to be recorded on file and monitored and ensure that it does not exceed the expiry date
- Issue work cards for scheduled maintenance as per AMP.
- Review the completed work cards to ensure they are properly stamped, signed and closed on the due date. Crosscheck with the computer system to ensure correct Hours/cycles are logged on the work cards.
- Check spares ordered against requirements. Ensure that necessary spares, consumables and tools are available to execute the job well ahead to avoid AOG.
- Ensure to prepare and plan for the major maintenance schedule.
- Ensure to inform store team to order all the required spares, consumables, tools for the maintenance.