FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			CM	
SCM	**SUPPLY CHAIN MANAGEMENT (SCM)**			
SCM701	Supply Chain - Policy, Concept & Regulations	Policies, concepts and regulations relating to supply chain management.	Yes	
SCM702	Inventory Control	Stockholding, Work In Progress Materials, Material Forecasting, Issue of Stocks, Suppliers' consignment Stocks, Clients' Own Property (COP), Stock Transfer, etc	Yes	
SCM703	Material Sourcing and Purchasing	Suppliers' Quotations, Purchasing, Purchase Order, Delivery Order, Goods Receipt Note, etc. Subcon Agreement, Letter of Award, Supplier/Subcon registration form. Etc...	Yes	
SCM704	Distribution Management	Import, Export, Customs Clearance, Freight, Transportation, Courier Services, Distribution Channels, Third Party Logistics (3PL), etc.	Yes	
SCM705	Master Calibration Schedule and Certificates	Calibration documents and certificates	Yes	
SCM706	Production Management	Planning, control and scheduling of production in the factory, works in progress report, status reports, production reports, costing reports, quotation reports, etc.	Yes	