INDIAN AIR FORCE

TRADE PROFICIENCY CERTIFICATE

EQUIPMENT ASSISTANT

1. Service No...726108-S.....Rank...Sergeant...Name & Initials...DL Bhambhu... Successfully completed a course of instruction on the Logistics management and inventory for 52 weeks at Administrative Training Institute.

2. During this training following subject are covered:-

(a) **Basic subject** : Equipment Organization and Administration, Maintenance and safe custody of stores,Maintenece of stock location/Bin card as also record and documents leading to proper accounting, Review and audit of stores, Provisioning of stores at different levels, receipt, storing and issue different range of stores e.g. Clothing, Barrack, Ration, Fuel, Oil and Lubrication, Technical stores for Aero Engines, Airframe, Fragile and delicate instruments, Electrical, Radio/Radar, Photo, Explosive, MT spares, Gas and all sort of Rubberized Equipments etc. Supplying of stores on workshop floors accounting and maintaining of stores consumption data records in the cardex system of accounting, supervision of loading and unloading, packing/unpacking and dispatching of entire range of stores by road, rail, air and sea.

(b) **Advance Training:** Inventory control including that of machineries, scientific handling of spare parts/components of Aero-Engine, Airframe, Mechanical transport, Instruments, Wireless, Electrical and Armament stores.

(c) **Specialist Training:**

(i) Preservation of stores: Textile and non textile, prevention of stores from deterioration, disinfection of infected stores, the type and nature of preservation required for different variety of stores Adequacy of storage in case for the various type of stores including that of rubberized and photographic e... preservation.

(ii) Procure... and issue of Petrol Oil, Lubricants and other liquid inflammable stores... of all type of fuel and lubricants.

(iii) Accounting, St... and dispatching of explosives.

(iv) Purchase and pr... various stores from indigenous sources including purchase from local market at comp... rates, inviting tenders and their finalization for bulk purchases and for the contract of essential services for organization/establishment, indenting of stores received from foreign sources.

(v) Disposing of salvaged stores through Director General of supplies and also through auction at site.

(vi) Preparing and finalizing of claims for loss and damage of stores while in transit.

(vii) Accounting and maintenance of records through integrated material Management on Line system.

3. During the period of his service with the Air Force, he has served in various establishments and discharged his duties satisfactorily and efficiently.

4. He bears a ..... Exemplary character and ...Exceptional trade proficiency.

I wish him every success in life

Unit:: 11 Wing, AF

Date: 02 APR 2007

11 WING AIR FORCE

(AG Patil)
Air Commodore
Air Officer Commanding
11 Wing Air Force