

(Draft)

## ASEAN Center of Military Medicine's regulations on logistics

### 1. Guidelines for logistics

#### 1.1 Definitions

1.1.1 Logistics refers to the need for procurement , distribution, and disposal of equipment. As well as controlling the implementation of the aforementioned steps.

1.1.2 Need refers to the designation, proposal, or request for equipment according to the specified amount at the specified time.

1.1.3 Procurement refers to the process of obtaining equipment.

1.1.4 Distribution refers to the receiving, storing, and preserving of equipment.

1.1.5 Disposal refers to removing the responsibility from the ACMM due to loss, damage beyond repair, damage beyond use, or obsolescence.

1.1.6 Equipment refers to all necessary items required by the ACMM to facilitate operation.

#### 1.2 Material/Service Requisition

Every department shall put forward a proposal to the administration section to process accordingly.

#### 1.3 Procurement

1.3.1 ACMM's procurement branch (administration section) is responsible for purchasing and hiring, and must be compliant with the Public Procurement and Supplies Management Act 2017<sup>(1)</sup> and the Ministry of Finance's regulation on Government Procurement and Supplies Management 2017<sup>(2)</sup>, including any other relevant regulations.

1.3.2 Procurement involves obtaining equipment, and the related tasks are as follows:

1.3.2.1 Equipment specification

1.3.2.2 Market price standardization

1.3.2.3 Contract formation

1.3.2.4 Contract management

1.3.2.5 Equipment acquisition

1.3.2.6 Finance regulations

1.3.2.7 Other related regulations.

#### 1.4 Requisition and Hand-in Process

1.4.1 Requisition is the process of submitting a request to the administration section, in order to obtain the amount of equipment needed.

##### 1.4.2 Hand-in Process

1.4.2.1 The one who has the equipment assigned to, performs maintenance on the equipment before returning, to check that all parts and pieces are complete.

1.4.2.2 The administration section inspects the equipment according to the manifest and records the receipt for the equipment.

#### 1.5 Distribution

1.5.1 Receiving involves the process of ownership of the acquired equipment.

1.5.2 The inspection committee shall accept and pass along the equipment to warehouse or storage personnel.

1.5.3 The accounting branch (administration section) shall supervise the recording of the received equipment and prepare equipment inventory checklist.

1.5.4 The owner of the equipment should maintenance the equipment follow the using manual for maximum functional condition.

#### 1.6 Disposal

1.6.1 Disposal refers to removing the equipment from the responsibility of the ACMM due to it being lost, wasteful, damaged, unable to be restored or repaired back to a functional condition, deteriorated until it has becomes nonfunctional, above the current needs, or is obsolete. The equipment's disposal is authorized by the Secretary-Chief of the ACMM. After the approval, a report shall be made to the BOD of the ACMM.

1.6.2 Disposal approval - a committee will be set up to investigate the reasons for disposal and then report, through the administration section, to the Secretary-Chief of the ACMM, to seek approval for the disposal of equipment.

1.6.3 Subsequent steps following the disposal equipment - the administration section will provide a summary report of the disposal to the Secretary-Chief ACMM, in order to seek approval for the process of disposal through selling, destroying, or using in any other way, and to report to the BOD of the ACMM.

#### Reference:

1. The Public Procurement and Supplies Management Act 2017
2. The Ministry of Finance's regulation on Government Procurement and Supplies Management 2017.