



**TURBO**  
RESOURCES



WORLD HEADQUARTERS

**PRESENTATION for Aviation Suppliers Association**  
Quality and Operations Ideas Due to COVID-19 for  
Aviation Supply Chain Professionals

- **Staff divided into two teams**

Primary & secondary functions and familial relationships considered; not physical contact between the two teams; rotate teams On & Off.

- **Maintain integrity of teams**

Any absence due to illness or possible COVID19 exposure requires that team to work short since there can be transfers between teams.

- **Responding to exposure**

In the event of a confirmed COVID19 exposure, affected team quarantined.

Unaffected team divided into two teams & maintains work rotation.

- **Management Team**      Ownership & Sr. Executives
- **Accounting**      CFO & Controller  
Accounts Payable      Accounts Receivable
- **Warehouse**      V.P., Quality & Dir, Whse Ops  
Receiving Inspector – Purchase and Work Orders  
Receiving Inspector – Consigned and Lot Purchase  
Shipping Inspector      Material Handler  
DAR-F      CFR 49 Certified  
Forklift Certified      Export Control Officer  
AOG Inspector
- **Support**      Contract DARs      Facilities

- No physical cross team or cross building contact
- Physical separation of workspace
  - Sales & Accounting 42,000 sq ft
  - Warehouse 205,000 sq ft
- Workstations grouped in pods of 2 or 4; staffed no more than 50% (approximately 15 feet apart)
- High touch common areas closed
  - Weight Room, Locker Rooms, Yoga Studio
- Separate cafeterias, staff requested to maintain distance at lunch
- Rotation is weekly, weekends used to clean between teams

- Rollout in departmental meetings held at same time.
- Measures taken to protect employees and Company.
- Employees to receive full pay for Off time, coded to track cost.
- Any On time missed requires use of PTO, can borrow against 2021
- The On Team is seen and monitored daily.
- The Off Team at equal risk but not seen.
- Daily check in with Sr. Staff & Warehouse Off team.
- Weekly communication regarding next week's operations.

- Reversible Traffic – Inbound in a.m., outbound in p.m.
- Shipping volume down, shifting resources to receiving.
- On team priority is spending time “eyes on” parts.
- Off team Inspector IIs work remotely to resolve parts on hold.
- Staff gave up 1 break a day, gained 3.75 hours of production per day
- Flex shifts structured to minimize contact with coverage w/o overtime.
- Combined production between 70 – 80% of normal with 50% staff

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