

***CodSP-100-SGP***

***The National Codification Bureau of Singapore***

***June 2012***



# THE SINGAPORE NATIONAL CODIFICATION BUREAU

## 1. INTRODUCTION

- The NATO AC/135 accepted Singapore as a Sponsored non-NATO nation, participating in the NATO Codification System (NCS) in 1976.
- The Singapore Armed Forces Cataloguing Authority (SAFCA) has been established by the Ministry of Defence (MINDEF) to manage the SAF Cataloguing System (SAFCS). It resides in the Defence Science and Technology Agency (DSTA).
- SAFCA is Singapore's point of contact with other participating countries in the NCS. It is Singapore's National Codification Bureau or NCB, with a country code '32'.
- Singapore became a NCS Tier 2 nation in June 2002, and the SAFCS is certified to the ISO 9001:2000 Quality Management System. Besides MINDEF and the SAF, SAFCA codifies the items of supply in the other Government Ministries and private companies in Singapore when called upon.

## 2. MISSION

Our mission is "to deliver optimal cataloguing services and value to support our customers' supply chain excellence".

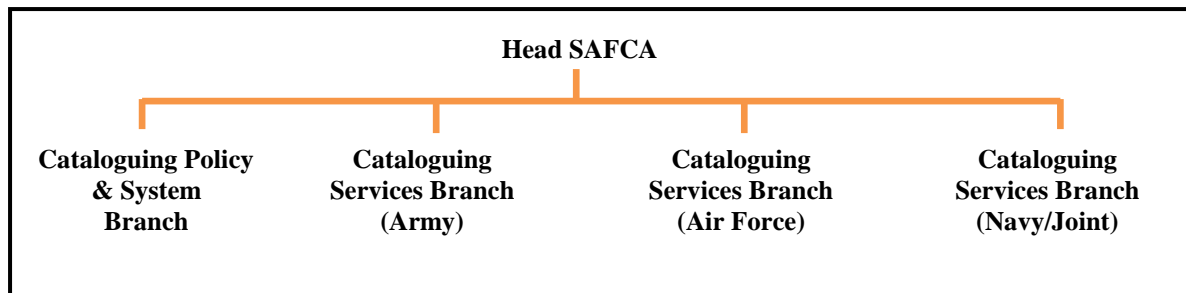
## 3. SERVICES

The services provided by SAFCA include:

- codification of Items of Supply
- maintenance of the Total Item Record (TIR) for each Item of Supply codified
- screening of proposed new Items of Supply against the TIRs held
- production and promulgation of item data in support of the SAF and other nations participating in the NCS
- conduct of cataloguing lectures and briefings to users on the policies, principles and concepts of the NCS and their applications.

## 4. ORGANISATION

Due to the re-organisation of DSTA in April 2006, SAFCA is currently under the management of the Procurement Programme Centre. SAFCA is structured into 4 branches and staffed by approximately 27 personnel. The organisation structure of SAFCA is shown here:



- The Cataloguing Policy and System Branch (CPSB) looks after the SAFCS and the SAF Cataloguing Information System (SCIS+). It formulates policies and ensures that all cataloguing activities are carried out in accordance with the tenets of the NCS. CPSB represents SAFCA in international cataloguing matters and is the point of contact with the foreign NCBs.
- The Cataloguing Services Branches (CSBs) are responsible for the efficient and effective cataloguing of inventorised items within the guidelines and procedures prescribed in the SAFCS. CSBs are also responsible for providing up-to-date cataloguing information and value added services in support of the SAF's Logistics and Supply Chain Management.

## 5. TRAINING

SAFCA provides an in-house induction training program for new cataloguers. This comprises a Computer Based Training (CBT) package on the 'Introduction to the NCS', briefings on policies and concept of the SAFCS by Managers and experienced Cataloguing Executives, and On-the-Job training on the practical aspects of Item Identification and Cataloguing Transactions, through the hands-on usage of the SAF Cataloguing Information System (SCIS+).

## 6. HISTORY

Before 1976	The Army, Navy and Air Force had their own cataloguing system. Each assigned their own unique stock numbers.
1976	MINDEF directed a common cataloguing system to be implemented for the SAF. Singapore adopted the NCS and SAFCA was established.
1987	The computerisation of the SAFCS resulted in the birth of the first generation SAF Cataloguing Information System (SCIS), which operated on the IBM mainframe.
1997	Singapore was emplaced under NCS Tier 1 when NATO introduced the 2 Tier membership structure.
1998	The 2nd generation SAF Cataloguing Information System 2 (SCIS 2) was implemented in February 1998.
2000	With restructuring within MINDEF, several engineering and logistics organisations were taken out of the Ministry and grouped under a Statutory Board. The new organisation is called the Defence Science and Technology Agency (DSTA). SAFCA came under DSTA in Apr 2000.

2002	SAFCA attained the NCS Tier 2 nation status in June 2002.
2003	SCIS 2's system performance was improved with the upgrade of the server, operating system software and the database management system.
2007	SCIS+, the 3 <sup>rd</sup> generation SAF Cataloguing Information System was implemented on 1 October 2007. It operates on the J2EE application platform.

## 7. BILATERAL AGREEMENTS

Singapore has bilateral agreements with the following countries for the exchange of cataloguing data and services:

<i><b>NATO NATIONS</b></i>	<i><b>NON-NATO SPONSORED NATIONS</b></i>
Belgium	Australia
Denmark	New Zealand
France	South Korea
Germany	
Italy	
Netherlands	
UK	
USA	

SAFCA is also exchanging cataloguing data and services with some NATO and NCS nations without bilateral agreements in place.

## 8. CATALOGUING SYSTEM

- The SAF Cataloguing Information System (SCIS+) is the Cataloguing MIS employed by SAFCA to support its cataloguing operations, as well as the logistics functions in the Singapore Armed Forces (SAF). SCIS+ encapsulates the rules of the NATO Codification System (NCS) and supports SAFCA as the National Codification Bureau (NCB) in the NCS, for the international exchange of codification data with other NCS nations.
- SCIS+ based on J2EE is an upgraded system to replace the obsolete Powerbuilder platform of the previous SCIS2. Apart from technology upgrade, the cataloguing workflow has been streamlined such that fewer steps are required to retrieve information, and new capabilities like item characteristics screening are featured.
- SCIS+ was implemented in October 2007.

## 9. SCIS DATABASE

The SCIS+ database consists of approximately 1 million active items of local and overseas origin. The item oriented data, contained in the total item record (TIR) are stored by segments.

- Segment A – Item Identification Data

- Segment B – MOE Rule Data
- Segment C – Item Reference Data
- Segment E – Item Standardisation Data
- Segment H – Item Management Data
- Segment K – Item Cancellation-Replacement Data
- Segment V – Item Characteristics Data (Coded)
- Segment Z – Item Future Data

## **10. TELETRANSMISSION**

In 1997, Singapore implemented the NATO Mailbox System (NMBS) for data exchange with other NCBs. Singapore also subscribes to the NATO Automated Business System (NABS) since 2001 to access AC/135 documents.

## **11. FOREIGN CATALOGUING TOOLS**

SAFCA uses the following tools:

- NATO MCRL
- FEDLOG
- SOPRANO
- ISIS
- DEFCAT
- SERENADE
- CGCM
- NIINZ

## **12. INTERNET LINKS**

The homepage of the Defence Science and Technology (DSTA) can be found at the [www.dsta.gov.sg](http://www.dsta.gov.sg). Links to the Singapore Ministry of Defence is accessible via [www.mindef.gov.sg](http://www.mindef.gov.sg).