



# Shop Floor Control and Management

July 18 - 19, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

## FACILITATOR

**En Muhammad Zamree** is a certified Six Sigma Master Black Belt holder from Deplhi, US. He is currently a System Consultant and Trainer for his own consulting firm. En Zamree has more than 16 years of experience in manufacturing management process especially in lean and six sigma implementation. He also has been involved in manufacturing process covering from concept and design stage, prototyping and qualification, line design, process analysis, process improvement and process control stages that he applied during his past working experiences. Locally, he has also conducted programmes for organisations like the Malaysian Productivity Corporation, KWSP, Time Dot Com, Bank Muamalat, Felcra Berhad, MTBE Sdn Bhd, Proton, Elektrisola (M) Sdn Bhd and Delphi Packard (M) Sdn Bhd. He has extensive experience in providing management system implementation support for companies striving to enhance their business effectiveness. His strengths lie in his proven ability to work throughout diverse organisations establishing management systems that significantly improve process effectiveness and organisational results.

## ADMINISTRATIVE DETAILS

Dates : **July 18 - 19, 2018**  
Time : 9.00 am – 5.00 pm  
Venue : **Shah Alam Convention Centre**  
No. 4 Jalan Perbadanan 14/9  
40000 Shah Alam, Selangor Darul Ehsan  
Fees : FMM Members – RM 1,200 per participant  
  
Non Members – RM1,500 per participant

*(Fees include course materials, Certificate of Attendance, lunch and refreshments)*

**\* Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

## IN-HOUSE TRAINING AVAILABLE

For further enquiries, please contact:

Siti Nazihah / Azrini  
**FMM Institute**

Tel: 03-62867200 Fax: 03-62776712

Email: [training@fmm.org.my](mailto:training@fmm.org.my)

Visit us at: [www.fmm.edu.my](http://www.fmm.edu.my)

## OBJECTIVES

- Manage the flow of materials inside the plant in the most efficient and effective manner
- Provide a systematic platform to address and prevent either existing or new problem
- Enable a stabilised process through system (or techniques), leadership focus and cooperation in production
- Enable organisation to focus clearly on the shop floor performance in a very systematic manner

## CONTENTS

- What is Shop Floor
- How Product Flow in Our Shop Floor
- Managing and Controlling the Shop Floor
- Shop Floor Performance Measurement
- Principles of Shop Floor Control and Management (SFCM)
- Types of SFCM Activities
- Daily SFCM Tools
- Daily SFCM Techniques
- Continuous Improvement Tools
- Continuous Improvement Techniques

## WHO SHOULD ATTEND

Managers, Engineers, Executives, Supervisors & Team Leaders.

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

# REGISTRATION FORM

## Shop Floor Control and Management

**July 18 - 19, 2018 (Monday-Tuesday) Shah Alam Convention Centre**

**The Assistant Manager**

**FMM Institute**

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme:  SBL  Non Contributor

Require vegetarian meal:  Yes  No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

**1. Name** **Designation** **E-mail**

**Nationality** **IC No.**

**2. Name** **Designation** **E-mail**

**Nationality** **IC No.**

**3. Name** **Designation** **E-mail**

**Nationality** **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

My Corporate Identity No.: \_\_\_\_\_ GST Registration No.: \_\_\_\_\_