



# FMM INSTITUTE

Centre for Professional Development

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur

Tel: 03-62867200 Fax: 03-62776712 E-mail: [fatahiyah@fmm.org.my](mailto:fatahiyah@fmm.org.my) / [wan\\_zawani@fmm.org.my](mailto:wan_zawani@fmm.org.my)

## FMM Certificate in Technician Development



The FMM Certificate in Technician Development Programme is specially designed for the development of employees, particularly those involved in the provision of technical support for the production division. This programme will give them an appreciation of the elements and processes involved in basic engineering philosophy, concepts and key methodologies, and how their role as technician can enhance the overall productivity of the organisation.

### COURSE MODULES



#### **Module 1: Basic Engineering Mathematics**

- Basic arithmetics
- Fractions decimals and percentages
- Indices, standard form and engineering notation
- Calculations and evaluations of formula

#### **Module 2: Blue Print Reading and Technical Drawing**

- Blue Print Production
- Sketching Instruments
- Types of Line
- Projection and Views

#### **Module 3: Engineering Tools**

- Measuring Equipment
- Hand Tools
- Machine Tool Cutters

#### **Module 4: Maintain Basic Equipment & Trouble Shooting**

- Autonomous Maintenance (AM)
- Steps of Maintaining Basic Equipment
- Trouble Shooting

#### **Module 5: Quality Awareness and 5S**

- Quality Awareness
- Overview of the 5S Process
- 5S Applications at Workplace
- 5S Audit Checklist



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### OBJECTIVES

- Be equipped with the basic engineering knowledge: mathematical and technical drawing so as to provide technical support to the production division
- Understand good practices of housekeeping, maintenance and troubleshooting and applying them at workplace

### AWARD OF CERTIFICATION

Participants are required to meet the 80% course attendance requirement to qualify to sit for FMM Institute's internal examination.

Participants who have attended at least 80% of the programme will be awarded a Certificate of Attendance and those who pass the assessment of this programme will be awarded the FMM Certificate in Technician Development Programme.

### WHO SHOULD ATTEND

This programme is meant for those who are currently involved in the engineering or production division providing technical support and maintenance work for the production division.

### ADMINISTRATIVE DETAILS

Date : **June 22 – August 3, 2019**

Venue: **FMM Institute**  
2<sup>nd</sup> Floor, Wisma FMM  
No.3, Persiaran Dagang, PJU 9  
Bandar Sri Damansara  
52200 Kuala Lumpur

Fees : **FMM Member RM3,392.00 per pax**  
**Non-Member RM3,922.00 per pax**  
*Fees inclusive of 6% Service Tax*

***(Refreshment and Lunch will be provided)***

### COURSE STRUCTURE

Contact Days / Hours : 8 days  
Lecture Days : Saturday and Sunday

#### Assessment

Workplace Assignment: 60 %  
Final Examination : 40 %

*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 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to 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.*



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## FMM Certificate in Technician Development

### PANEL OF TRAINERS

#### EN DRAMAN BIN ZAINUDDIN

En Draman bin Zainuddin is currently a Trainer cum Lecturer at Malaysia France Institute (MFI) in the Department of Welding and Fabrication. He has intensive industry exposure while conducting programmes for industries.

He holds a Diploma in Technical Teacher Trainer from Maktab Perguruan Teknik; Diploma in Engineering from the University of Wales, UK and Bachelor in Technology Management from the University of Ballarat Australia. His main areas of teaching include Metal Fabrication; Machine Shop Practice and Joining Technology.

In the year 1996, he received the Excellent Award from the Ministry of Education Malaysia, Special Quality Awards and in 1977 the Tractors Students of the Year Awards. Technical programmes that he has conducted for companies such as Aluminium Company of Malaysia Berhad and Royal Selangor International S/B cover topics on engineering maths, engineering materials, machine tool operations, lubrication maintenance, etc.

#### PARAMESVARAN A/L MUNIANDY

Paramesvaran A/L Muniandy has almost 20 years of experience in the field of Operations Management in a multi-national Japanese manufacturing company. He holds a Master of Energy & Environment Management, a Master of Business Administration, a Bachelor of Business Engineering, a Post Diploma in Marketing and a Professional Diploma in Total Quality Management. Currently, he is pursuing PhD in Business Administration (Bulancan State University).

Besides that, he is a Certified Professional Trainer (ARTDO International), an IRCA Certified Environmental Management System Auditor (SGS) and 5S Quality Environment (QE) Trainer. He specialises in the field of Operations Management, Total Quality Management System, 5S Organisation, Human Resource Management and Supply Chain Management. He also trains ISO Certification programmes on Quality (QMS ISO 9001) and Environmental Management (ISO 14001).

His trainings are mostly tailor-made according to the clients' needs; realigning and reengineering the Organisation Systems and Procedures (SOP/KPI) to meet the organisational objectives effectively and efficiently. He had conducted a wide range of training programmes and also provided consultation services to the manufacturing and services sectors. The successful system and process improvement initiatives (5S, Kaizen, Poka Yoke, etc) had boosted their organisations' productivity and performance at the global arena.



**REGISTRATION FORM**

**FMM Certificate in Technician Development**

Saturday & Sunday, Date: June 22 – August 3, 2019

Venue: FMM Institute, Bandar Sri Damansara

To be completed in BLOCK LETTERS)

**A. PERSONAL PARTICULARS**

Full Name (Mr/Ms) : \_\_\_\_\_ NRIC No. \_\_\_\_\_

Designation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

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

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

(if different from permanent address)

Tel No. (H) : \_\_\_\_\_ (O) : \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address : \_\_\_\_\_ H/P No: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Sex : \_\_\_\_\_ Age : \_\_\_\_\_ Nationality : \_\_\_\_\_ Race : \_\_\_\_\_

**B. EDUCATIONAL BACKGROUND**

Name of School / Institution \_\_\_\_\_ Years Attended \_\_\_\_\_ Highest \_\_\_\_\_

From To

Qualification Obtained

Secondary : \_\_\_\_\_

College / University : \_\_\_\_\_

Any Special Professional Course : \_\_\_\_\_

**C. SPONSORSHIP**

Company Sponsored  Self Sponsored Please Tick (√)

**D. SUBMITTED BY** (To be filled if sponsored by company)

SBL  Non Contributor Please Tick (√)

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

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

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

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

FMM Membership No: \_\_\_\_\_ My Corporate Identity No : \_\_\_\_\_

**E. DECLARATION**

**I hereby declare that the information provided is correct and complete.**

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Advice:**

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of "FMM Institute".