



# Maintenance Planning, Scheduling and Follow-Up

February 18 - 19, 2019 | 9.00am - 5.00pm | Shah Alam Convention Centre

## FACILITATOR

**Mr. Baseri Bakar** majored in Engineering and Facility Management and has a total of 30 years' work experience in a multinational manufacturing company. As its Facility Manager, his responsibilities involved facilities system maintenance, improvement of system on new technologies, cost control, safety and environment. Baseri is a Certified Energy Manager and as the Leader of the Energy Saving committee, his achievement included reduction of maintenance cost by 50% (RM 4mil) through implementation of optimisation maintenance in-house and sub contract; energy reduction by 15%, improve maintenance activities, renewal system, implement new technologies and energy saving activities. He was the key person in the development of ISO 14001 Environment Management and ISO 18000 for Safety for his company. His dedication, discipline and high commitment led him to complete the set-up of two Panasonic factories at Sungai Way and Shah Alam, undertaking key responsibilities of project planning, cost control, production flow layout and facility system installations.

## WHO SHOULD ATTEND

Plant / Production / Maintenance Engineers, Technicians, Supervisors, Plan / Operations Managers

## IN-HOUSE TRAINING AVAILABLE

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.

## OBJECTIVES

- Understand the selection of maintenance type
- Understand the maintenance planning requirement and time losses
- Understand the concept of Total Productive Maintenance (TPM)
- Learn to optimise the maintenance cost and reduction
- Understand the maintenance structure and the benefits
- Learn the 5 Why concept in problem solving

## CONTENTS

- Introduction of Maintenance Type
- Identify Maintenance Requirement
- Maintenance Planning
- Optimise Maintenance Cost
- TPM Implementation
- Calculation OEE (Overall Equipment Efficiency)
- 5 Why

## ADMINISTRATIVE DETAILS

Dates : February 18 - 19, 2019

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 1,300 per participant

Non Members – RM 1,600 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.**

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)

# REGISTRATION FORM

## Maintenance Planning, Scheduling and Follow-Up

February 18 - 19, 2019 (Monday-Tuesday)

Shah Alam Convention Centre

**The Manager**  
**FMM Institute**  
Tel: 03-62867200  
Fax: 03-62776712

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.: \_\_\_\_\_