



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-6277 6712 E-mail: hasnah@fmm.org.my / anitha@fmm.org.my

FMM CERTIFIED QUALITY TECHNICIAN

SBL Scheme

The **FMM Certified Quality Technician** has been specially designed to equip one with various skills and techniques, which are imperative to the efficient operation and management of the quality field for an organisation. This programme provides opportunity for one to be certified as a quality technician by the American Society for Quality (ASQ). It promotes organisational excellence to companies via professional certification of the employees.



COURSE OBJECTIVES

This programme will provide participants with:

- skills in analysing and solving quality problems, quality costs and other data
- techniques to prepare inspection plans, instructions and procedures
- ability to perform audits and apply fundamental statistical methods for process control
- opportunity to gain recognition for performance excellence through Certified Quality Technician Examination of the American Society for Quality (ASQ)

WHO SHOULD ATTEND

This programme is specially designed for technicians who have been working in the quality field, in support of and under the direction of quality engineers or supervisors.

COURSE STRUCTURE

Contact days : 14 days
 Number of modules : Six (6)
 Lecture days and hours : Saturday & Sunday

Evaluation

Examination : 100%

ENTRY REQUIREMENTS

Candidates must possess working experience in quality-related areas. For those who opt to sit for the ASQ Certified Quality Technician excellence examination, candidates must be **proficient** in the English Language and meet the following entry requirements:

Academic qualification with working experience:

- **Bachelor's Degree** in any discipline **and** at least **1 year** working experience in *Quality related field*, or
- **Diploma** in any discipline **and** at least **2 years** working experience in *Quality related field*, or
- **Certificate** in any discipline **and** at least **3 years** working experience in *Quality related field*, or
- **Minimum SPM / MCE / SPVM** qualification **and** at least **4 years** working experience in *Quality related field*

ADMINISTRATIVE DETAILS

Date : November 25, 2012 – February 24, 2013

Time : 9.00 am – 5.00 pm

Venue : FMM Institute, Wisma FMM
 No 3, Persiaran Dagang, PJU 9
 Bandar Sri Damansara
 52200 Kuala Lumpur

Fees : Member RM 3,500.00
 Non-Member RM 4,000.00

(Fees do not include meals and ASQ exam fees)



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COURSE CONTENTS

Module 1	:	Quality Concepts and Tools
Module 2	:	Statistical Techniques
Module 3	:	Metrology and Calibration
Module 4	:	Inspection and Test
Module 5	:	Quality Audits
Module 6	:	Preventive and Corrective Action

AWARD OF CERTIFICATION

Participants are required to meet the 80% course attendance requirement to qualify to sit for FMM Institute's internal examination. Upon successful completion of the course and its examination, participants will be awarded the FMM Certified Quality Technician issued by FMM Institute.

For candidates who meet the entry requirements of ASQ to sit for the ASQ Certified Quality Technician examination, upon successful completion, candidates will be awarded the **ASQ Certified Quality Technician**.

ASQ CERTIFIED QUALITY TECHNICIAN EXTERNAL EXAMINATION (OPTIONAL)

ASQ Certified Quality Technician Examination Format:

Open Book

100 multiple choice questions (4 hours)

*ASQ Examination Fees:

ASQ Member USD 165.00

Non ASQ Member USD 335.00

**subject to change by ASQ*

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6-9 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 5 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.



REGISTRATION FORM

FMM CERTIFIED QUALITY TECHNICIAN

Saturday & Sunday, Date: November 25, 2012 – February 24, 2013 , Venue : FMM Institute, Kuala Lumpur

(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 Qualification Obtained
	From	To	
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 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".