



For the attention of: Safety & Health / HR / Training Officers, Executives, Managers and Safety Committee members

Understand the Effective COVID-19 Preventive Contingency Plan

As COVID-19 pandemic continuously seize the world, the economy is facing unprecedented challenges with how to respond to this growing threat. Businesses across the globe need to protect the health of their employees and minimize the impact to their business with robust business continuity planning.

Businesses are probably realising they did not even imagine some of the events that could bring operations to a halt. Therefore, to form up the business contingency planning it must involve specific need and developing ways to meet it. It should have constructed to determine who will be responsible for updating and executing the plan.

OBJECTIVES

- Have a better understanding on developing the Business Contingency Plan
- Be aware of the unprecedented challenges in dealing with COVID-19 at workplace

Date	April 29, 2021 (Thursday)
Time	8.30am – 1.00pm
Method	Via ZOOM Online Platform
Registration Fees	FMM Members : RM265.00 /pax Non-Member : RM318.00 / pax <i>(fees inclusive of 6% Service Tax)</i>

Interested participants are requested to complete and submit the attached registration form by **April 19, 2021**. For further enquiries, please contact **Puan Nurafni or Puan Norazian of the FMM Johor Branch Secretariat at Tel no : 07 3577613 or e-mail to: nurafni@fmm.org.my / norazian@fmm.org.my**

Sim BS (Ms)
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NYZ /naz





Claimable
under
Scheme
SBL-KHAS

April 29, 2021 (Thursday)

Via ZOOM Online Platform

8.30am ~ 1.00pm

Target Group: Safety & Health / HR / Training Officers, Executives, Managers and Safety Committee members

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Benefits from the programme :

- ◆ Have a better understanding on developing the Business Contingency Plan
- ◆ Be aware of the unprecedented challenges in dealing with COVID-19 at workplace

PARTICIPATION FEES

FMM Member (RM)	Non-FMM Member (RM)
265.00	318.00

Fees inclusive of 6% Service Tax

FMM Johor Branch

For further details, kindly contact **Puan Nurafni Yante / Puan Norazian**

Tel: 07-3577613 or Fax: 07-3577618 or E-mail: nurafni@fmm.org.my / norazian@fmm.org.my

For enquiries & registration

Please contact :

FMM Johor

Ms Nurafni Yante

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FMM Penang

Ms Farah Ardilla

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PROGRAMME ITINERARY

8.30am	:	Participants' ZOOM Log in
9.00am	:	<p>The Importance of Preventive Plan & Business Contingency Plan</p> <ul style="list-style-type: none"> • Understand the critical need to develop preventive plan and comprehensive BCP <p>⇒ SOP Implementation, Awareness, Provide Risk Control</p> <p>⇒ Understand the action for positive case and Plan in managing emergency situation • Who should involve in the team and what is the roles and responsibilities of the COVID-19 Crisis Management Team <p>⇒ Identify the key persons to be part of the team</p> <p>⇒ Embrace the knowledge on how to react based on Principle of Prevention</p> <p>⇒ Analyse the unprecedented challenge arise from the pandemic • Ways to Draft the BCP and Procedures at Workplace • Embrace the ability to track and measure the internal communication to manage crisis </p></p>
1.00pm	:	Question and Answer Session & End of Programme

PARTICIPATION FEES

FMM Member (RM)	Non-FMM Member (RM)
265.00	318.00

Fees inclusive of 6% Service Tax

REFUND OF FEES

Cancellation must be in writing to FMM. If cancellation is received:

- ✓ More than 14 days prior to event - full refund
- ✓ Between 7-14 days - 50% refund
- ✓ Less than 7 days of event - no refund

REPLACEMENT / CANCELLATION / NO-SHOW

Replacement at no additional cost. FMM reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment.

TRAINER PROFILE



Dr. Shamsul Rizal Shamsudin (Dr Shamsul) is a renowned Safety Professional with Doctor of Philosophy (PhD) in Business & Administration (Majoring in OSH), has vast practising experience in Occupational Safety & Health Management System (OSHMS), Environment Management System (EMS). Dr Shamsul also graduated with a Master's in Occupational Safety, Health & Environmental from UNISEL, Malaysia.

A competent Safety & Health Officer (DOSH Reg. No. JKPP IS/127/438/2/2288), Registered with DOSH, he is hands-on in implementing and is also the IRCA Qualified Lead Auditor for various Management Systems ; ISO45001 (OHSAS), ISO 14001 (EMS) & ISO 9001 (QMS).

Dr Shamsul as (APMEA-Asia Pacific, Middle East & Africa) HSE Manager of HSE Department at Kerry Ingredients also serves as Chairman of FMM-Johor ESH Sub Committee & Vice Chairman for FMM-Johor Branch is indeed a valuable resource for his diverse working experience of more than 20 years in Manufacturing, OSH Training, Oil & Gas Safety, Food safety & Global training, gained substantial knowledge through hands on engagement in EQA 1974, FMA 1967, OSHA 1994, Corporate Auditing skills, Scheduled Waste Management, Safety and Health Incident Investigation, HIRARC, Crisis Management Team and many more.



FMM Johor Branch

For further details, kindly contact
Puan Nurafni Yante / Puan Norazian

Tel: 07-3577613 or Fax: 07-3577618 or

**E-mail: nurafni@fmm.org.my /
norazian@fmm.org.my**

PAYMENT METHOD

- Payee name: **FEDERATION OF MALAYSIAN MANUFACTURERS**
- **Malayan Banking Berhad : 5-01280-05654-2**
- SWIFT Code: **MBBEMYKL**
- Cheque or Bank Draft Crossed **Account Payee** only
- Bank-in Payment : to e-mail or Fax Deposit Slip to FMM for Issuance of Official Receipt
- For **SBL-KHAS Scheme**, an Attendance of 100% is a must, in any case, employers will be billed in full
- For **SBL-KHAS Scheme**, Grant Approval must be forwarded to FMM Johor at least **5 DAYS BEFORE** the webinar date

REGISTRATION / PAYMENT

Registration form must be completed and returned to FMM Johor by **April 19, 2021**. All confirmed participants **should** make payment prior to the event. Walk-in participants with payment will be admitted on space availability basis. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

Please Tick Appropriate Box :

We hereby confirmed that :

- () We will be **claiming under SBL-KHAS SCHEME** and full payment would be made to Federation of Malaysian Manufacturers in the event that no disbursement from HRDF under any circumstances.
- () We will **NOT be claiming under SBL-KHAS SCHEME**, Enclosed cheque/bank draft, No _____ for RM _____ being payment made for _____ participant (s) made in favour of Federation of Malaysian Manufacturers.

RegisTRation

Please register the following participants:-

- Name : _____
Designation : _____
E-mail : _____
- Name : _____
Designation : _____
E-mail : _____

Submitted by:

Name: _____ Designation: _____

Company: _____

Address: _____

Tel (O): _____ HP No: _____ Fax No: _____

E-mail: _____ FMM Membership No: _____