Pengurusan Makmal Secara Efektif

Laboratory might be a restricted and confined working area for certain groups of workers. Practical aspects of management, mainly focusing on customer satisfaction and occupational health safety are of utmost important. We will go through the theoretical information, discussing and assessing the employees’ general practices, communication, objectively assess laboratory performance and management of changes for the benefit of your work area and employees.

Course Content

PENGENALAN
- Misi dan Fungsi Makmal
- Organisasi Makmal
- Memahami Konsep Ketepatan, Kejituan & Kesahihan
- Peranan dalam Menjamin Kualiti
- Model Keberkesan Pengurusan Makmal

RANGKAI KERJA OPERASI MAKMAL
- Pematuhan kepada Perundangan berkaitan
- Rekabentuk & Aliran Proses Makmal
- Pemilihan & Penggunaan Peralatan Makmal
- Prinsip Amalan Baik Makmal

KESELMATAN MAKMAL
- Amalan Baik dan Buruk
- Peralatan Perlindungan Diri
- Piktogram dan Label Keselamatan
- Risalah Data Keselamatan (SDS)
- Penerimaan, Penstoran, Pengendalian dan Pelupusan Bahan Kimia
- Pengendalian Situasi Kecemasan

PENGURUSAN MAKMAL EFEKTIF
- Pengurusan dan Peningkatan Bakat Pekerja
- Sistem Pengurusan Kualiti, Alam Sekitar dan OSH
- Kawalan Kos Makmal
- Aktiviti Bahan Buangan Terjadual
- Kaizen untuk Pengurusan Makmal

REGISTRATION FORM

FMM INSTITUTE PERAK (Centre for Professional Development)

Attn: Puan Eda / Ms Harvindar / Ms Nicole
No. 1, Lorong Raja DIllir, Off Jalan Raja DIllir, 30350 Ipoh, Perak.
Fax. No.: (05) 548 8221 & (05) 548 8331 • Tel. No.: (05) 548 8660
Email: fmmperak@fmm.org.my

PENGURUSAN MAKMAL SECARA EFEKTIF

Dear Sir / Madam

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

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(Please attach a separate list if space is insufficient.)

Submitted by:

Name: __________________________ Designation: __________________________
Company: ______________________ Tel: __________________________
Fax: __________________________ Email: __________________________
Address: ______________________

FMM Membership No: __________________________ Company GST Registration No: __________________________
MyCeID: __________________________

Enclosed cheque / bank draft No. __________________________ for RM __________________________ being payment for ________ participant(s) made in favour of the ‘FMM INSTITUTE’.

SBL Scheme
Also available as an In-House Course

Fees inclusive of GST

Closing date: March 8, 2017
Medium of Instruction: Bahasa Malaysia
CPO: 14 hours

In-House Course

Course Fee
FMM Members RM 583.00 per pax
Others RM 689.00 per pax

Registration:
- Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.
- Cheques made in favour of ‘FMM INSTITUTE’ should be forwarded to FMM Institute, Perak.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.
- FMM Institute GST Registration No. 001764515840

Cancellation:
- Must be in Writing with Reasons.
- 7 days before the course = No Payment Charged
- 3-6 days before the course = 50% Payment Charged
- < 3 days before the course = Full Payment Charged
- Participants who do not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

Disclaimer:
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

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