IDENTIFYING THE 7 DEADLY WASTES IN THE MANUFACTURING

9:00 am to 5:00pm  1-2 June 2015, (Mon-Tue)  Cinta Sayang Resort, Sungai Petani

1. INTRODUCTION
In Lean Manufacturing System implementation, waste has been classified into seven types. Each of these types has been identified by the highly critical waste. Carrying out factory-based improvements on these seven types of waste can prevent waste from becoming institutionalised in the process. The “production factory waste” is included in Lean seven types of waste. However, the Lean approach requires strongly motivated people who have developed an “instinct” for removing waste using IE methods.

The types of waste are actually almost limitless. There is waste in memos, in communication, in details...in everything. Once created some time for waste-eradication efforts, the thing to do is to go to the factory and start with seven types of waste. We should expect to find these seven types (and variations on these types) to be lurking in every square inch of the factory.

2. OBJECTIVES
The aim for this training is to enable participants reduces and eliminates the Seven Types of Waste that being identified by using ‘Spot-and-Eliminate the Waste’ methodology. Here are the learning objectives for the two days training program; after completing this program, participants will be able to:

- Discover the meaning of waste in the organization.
- Understand the types of waste and how they are originated.
- Identify the method to eliminate waste and not to create wastes.
- Use the 5S Practices to reduce or maintain waste at the minimum level.
- Apply the Visual Control to project waste to the obvious.
- Create a levelled production with minimum waste.
- Implement various of Poka-Yoke devices to prevent defects
- Maintain the motion at a minimum pace to meet process goals.
- Document improvement activities as standard operations.

3. TARGET GROUP
- Direct & Indirect staff

4. LANGUAGE
- English / B. Malaysia

5. TRAINER:
Mr. Lim Kim Yook who has considerable experience in all areas of design, preparation, administration and delivery of soft and hard skills training in Quality and Technical subjects in particular Quality and Non-Quality Management Systems, Quality Control Circles, QC 7 Tools and New QC Tools, Automotive 5-Core Tools (PP AP, APOP, SPC, FMEA and MSA), Supervisory Skills, Train-the-Trainer and 5S Implementation and Auditing. From his last 7 years of excellent track record as a master trainer in the above mentioned subjects, he has taught numerous participants, who ranges from Shopfloor members to Managing Directors. In total, he has delivered to numerous companies from various industries and has established himself as a highly-regarded trainer famed for his caliber and efficiency and he has finally authored the 5S into Bahasa Malaysia, i.e., “5S Asas Pengurusan Untuk Semua” (ISBN: 983-2193-01-X). Certified ISO 14001 and ISO/TS 16949 Lead Assessor, he is also a Quality Management Consultant and a Certified Corporate Coach as well as he has been assessed as a competent trainer by PSMB at the PSMB Train-the-Trainer Program; has delivered his expertise in quality management systems, i.e., ISO 9001, ISO 14001, OHSAS 18001 and ISO/TS 16949; to many industries such as Malaysian Sheet Glass Bhd., Dragon Frontier Sdn. Bhd., PPH Teck Wah Paper Products Sdn. Bhd., Suzuki Assemblers (M) Sdn. Bhd., Nippon Pigment (M) Sdn. Bhd. For the record, he had delivered excellent services to Dynacraft Industries Sdn Bhd in achieving ISO/TS 16949 registration within 4 months through his coaching methodologies. Graduated in Mechanical and Electrical Engineering, majoring in Electronic Engineering; Mr. Lim has a vast industrial experience in many industries such as semiconductor, automotive, electronics and diversified into Quality, Engineering and Production areas. With more than 6 years’ experience at the managerial level in the Quality and Engineering departments, he had lead the Quality Assurance Department for several companies such as Meisei Electric (M) Sdn. Bhd., Taiyo Technology (M) Sdn. Bhd.; and Precico Sdn. Bhd. and Precico M&D Sdn. Bhd. in implementing quality control and quality assurance systems for continual improvement; and also for achieving and maintaining the ISO 9000 Quality Management System. Apart from his major role in Quality Assurance Department; he had provided consultations on quality system to many key departments in his previous companies. He was an Assistant Engineering Manager at Armstrong Cycle Parts Sdn. Bhd. in which he led the Engineering, Product Development and Maintenance sections. He had developed automotive control cables for Proton, Perodua and Honda cars such as Waja 1.8, Kelisa, Kenari, Kembara, and Civic 1.7. With his know-how, he had set-up the Reliability Test Section and designed the Speedometer Cable Endurance Tester and Gear Shift Endurance Tester (Manual and Automatic Transmissions) for Armstrong Cycle Parts Sdn. Bhd.
6. Course Content

**DAY 1**

1. **AN INTRODUCTION TO ‘WASTOLOGY’**
   a. Pre-Test
   b. How waste is originated?
   c. Muda, Mura, and Muri
   d. 5MQR Waste Identification Model
   e. Seven Types of Waste

2. **DISCOVERING THE WASTES**
   a. Defining the Possible Causes
   b. Five Key Points for Discovering Waste
   c. Analysing Current Conditions to Discover Waste (Practical)
   d. Removing the Waste
   e. Maintaining the Waste Elimination Practices
   f. Skill Builder

3. **THE 5S APPROACH**
   a. Defining the system requirements
   b. Policies and Business Objectives
   c. Scoping for the System
   d. System Design Criteria
   e. Case study

4. **MODELING WASTE ELIMINATION FOR THE BUSINESS**
   a. What are the 5S’s
   b. The Benefits of 5S
   c. The Visible 5S’s
   d. Red Tags and Signboards
   e. Orderliness Made Visible
   f. The Red Tag Strategy for Visual Control
   g. The Signboard Strategy
   h. Orderliness Applied to Jigs and Tools
   i. Skill Builder - Red Tagging for Visual Control

5. **DAY 1 WRAP-UP**
   a. Q&A
   b. Day 1 Wrap-Up

**DAY 2**

2. **DAY 1 REVIEW**
   a. Lesson Learned Reviewed

3. **VISUAL CONTROL**
   a. What Is Visual Control?
   b. Standing Signboards
   c. Andon: Illuminating Problems in the Factory
   d. Production Management Boards
   e. Relationship between Visual Control and Kaizen
   f. Case Study: Visual Orderliness

4. **LEVELING**
   a. What Is Level Production?
   b. Various Ways to Create Production Schedules
   c. Differences between Conventional Production and Level Production
   d. Leveling Techniques
   e. Skill Builder - Realizing Production Leveling

5. **JIDOKHA**
   a. Steps toward Jidoka
   a. The Difference between Automation and Jidoka
   a. The Three Functions of Jidoka
   a. Separating Human Work from Machine Work
   a. Extension of Jidoka to the Manufacturing Process
   a. Case study - Ways to Prevent Defects

6. **STANDARD OPERATIONS**
   a. Overview of Standard Operations
   b. Establish Standard Operations
   c. Standard Operations and Operation Improvements
   d. Preserving Standard Operations
   e. Case Study: Time-Motion Studies

7. **WRAP-UP**
   a. Post-Test
   b. Q&A
   c. Summary & Wrap-up
   d. Course Evaluation
Administrative Details

Date: 1-2 June 2015 (Mon- Tue)  Time: 9.00 am – 5.00 pm
Venue: Cinta Sayang Resort, Sungai Petani  Fees: Member = RM 850  Non-Member= RM 950
All fees are excluded 6% GST charge and inclusive of course materials, lunch & refreshments.

Attendance is by prior registration only. Registration form must be completed and returned to FMM Institute 25 May 2015 with correct payment by cheque made in favour of “FMM INSTITUTE” and crossed “Account Payee Only”. Payment by cash is acceptable during the day of registration. Registration is on first-come-first-served basis.

For enquiries: Contact Meeza / Zai 04-4403628 @ 4403273 or email meeza@fmm.org.my / rozainiza@fmm.org.my

CANCELLATION MUST BE IN WRITING TO FMM.
There will be no refund for cancellation within 3 days prior to the program. 50% refund for cancellation between 4 - 5 days and full refund for cancellation 6 days prior to the program. No additional cost for replacement.

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REGISTRATION FORM

To: FMM Institute (Attn: Meeza/ Zai ) Fax: 04-4426876

Please register the following participants:

1. Name & Designation :__________________________________________________________
2. Name & Designation :__________________________________________________________
3. Name & Designation :__________________________________________________________
4. Name & Designation :__________________________________________________________
   (Please attach separate list if space is insufficient)

Submitted by
Name/Designation :______________________________________________________________
Company :_______________________________________________________________
GST Reg No :______________________________________________________________
Tel/Fax :_______________________________________________________________
Address :______________________________________________________________
Email :_________________________ Membership No. :_________________________