

~ REGISTRATION FORM ~

**EQUIPMENT EFFICIENCY THROUGH MAINTENANCE MANAGEMENT
AUGUST 12 - 13, 2013 (MON & TUE) ~ FMM INSTITUTE EASTERN BRANCH ~**

PSMB Scheme (Please tick (✓) at the appropriate box below.)

SBL Non-contributor Others, please specify: _____

Dear Sir / Madam,

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

(To be completed in BLOCK LETTER.)

1. Name : _____
I / C No. : _____
Designation : _____
2. Name : _____
I / C No. : _____
Designation : _____

(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 : _____
Company : _____
Address : _____

Tel No. : _____ Company's Stamp: _____
Fax No. : _____
E-mail : _____
PSMB Employer Code No: _____
FMM Membership No.: _____

ADMINISTRATION DETAILS

Registration:

- Registration is on a first-come-first-served basis.
- Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.
- Upon sending the completed registration form, you are deemed to have read and accepted the terms and conditions.

Payment:

- All fees for public programmes include course materials, lunch, refreshments and Certificate of Attendance.
- Training fees or cheques made in favour of the "FMM Institute" should be forwarded a week before the commencement of each programme.

Cancellation:

- Must be writing with reasons.
- 10 days before the programme – No payment charged.
- 5 – 9 days before the programme – 50% payment charged.
- < 5 days before the programme – Full payment charged.
- Participants who didn't turn up will be charged full payment.
- Replacement can be accepted at no additional cost.

Disclaimer:

- The FMM Institute reserves the right to change the facilitator, date and to cancel or reschedule the programme should unavoidable circumstances arise.
- All efforts will be taken to inform companies or participants of the changes.

For further enquiries, please contact us:

Ms Wani
FMM Institute Eastern Branch
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E-mail: fmmeastern@fmm.org.my



FMM INSTITUTE EASTERN BRANCH (475427-W)

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Website: www.fmm.org.my



**EQUIPMENT EFFICIENCY
THROUGH MAINTENANCE
MANAGEMENT**

**AUGUST 12 - 13, 2013
(MON & TUE)**

NEW

**SBL Scheme
100% Reimbursement**





NEW

EQUIPMENT EFFICIENCY THROUGH MAINTENANCE MANAGEMENT

INTRODUCTION

The rapid aging of production assets and increasing maintenance cost has prompted many companies to view maintenance management with more urgency. The increase in size and complexity of technical systems has made maintenance as an important mainstream function in most companies. The management of maintenance is becoming increasingly difficult due to the complexity of the resources (technical systems, workforce, information) and the maintenance processes (preventive, predictive, proof testing) involved. The main focus of this course is on the application of the management principles of planning, organising and the control within the maintenance environment. This also provides strategies, tools and techniques for both executives and managers in production, maintenance, engineering and quality departments.

CONTENTS

Introduction to Effective Equipment Maintenance Management

- Definition and Purpose of Equipment Maintenance Management
- Developing Equipment Maintenance Management Concept
- Effective Factors in Equipment Maintenance Management

Analysis of Maintenance Performance, Practice and Cost

- Maintenance History and Analysis
- Performance Measurement
- Maintenance Work Simplification
- Maintenance Task Activity and Analysis
- Life Cycle Cost Model

Maintenance Work Initialisation and Authorisation

- Planning of Maintenance Work
- Scheduling of Work and Backlog Control

Effective Development and Implementation

Total Productive Maintenance

- Introduction to Total Productive Maintenance
- Pillars of Total Productive Maintenance
- Barriers of Total Productive Maintenance
- Development of Total Productive Maintenance

Autonomous Maintenance

- Developing an Autonomous Maintenance Program
- Establishing Basic Equipment Condition
- Implementing Autonomous Maintenance Step-By-Step

Planned Maintenance

- Planned Maintenance in Industries
- Step-By-Step Implementation of Planned Maintenance
- Total Preventive Maintenance 10 Steps of Getting Started
- Introduction to Predictive Maintenance (PdM)

5S in Maintenance

- Introduction to 5S
- Step-By-Step Implementation of 5S in Maintenance Management

Maintenance Controls

- Maintenance Budget Control
- Maintenance Cost Reduction
- Spare Parts Control

What is CMMS and Anatomy of CMMS?

- Improving Facility Reliability Using CMMS
- Develop an Effective CMMS

Maintenance Competence, Training and Awareness

- Strong Maintenance Skills
- Maintenance Training
- Responsibilities Maintenance Personnel

Organising Maintenance Resources

- Organizational Structures
- Forecasting Maintenance Workload
- Creating Optimal Workforce

Occupational Safety and Health in Maintenance Management

- Basic Occupational Safety and Health Awareness
- Legislation in Occupational Safety and Health
- Environmental Awareness
- Learn About The Environment
- Effects of Pollution on the Environment.
- Legislation in Malaysia to Control Pollution

OBJECTIVES

At the end of the programme, participants will be able to :

- strengthen and enhance methods for maintenance management;
- upgrade skills and knowledge and the use of various techniques for failure analysis, assessment and implementation;
- predict, forecast, decide the most appropriate approach of maintenance systems, tools and techniques for maintenance problems solving;
- understand the practical requirements of industrial maintenance management;
- ensuring cost effectiveness and reliability through maintenance management systems;
- define key performance indicators for maintenance management function;
- maintenance budget and spare parts control;
- establish, plan and organise maintenance work and activities effectively; and
- improving the plant maintenance through life cycle cost.

FACILITATOR

Mr P. Balachandran is a training consultant with over 17 years of experience in manufacturing and 7 years in training. Mr Balachandran began his career in the Equipment Maintenance Function in Motorola Malaysia and grew steadily to become an Equipment Engineer. He later took on a position as Section Head for a Production Unit which he ran for several years. He moved on to Thomson Audio Electronics in Muar as a Production Manager in 1991 where he spent 2 years. Subsequently, he assumed a position as Production Manager and then as a Training and Education Manager at Samsung Electron Devices, Seremban till July 1995.

Mr Balachandran specialises in equipment maintenance, manufacturing and training. His vast experience makes him valuable as a resource person for Human Resource Development in the Manufacturing sector. Mr Balachandran currently is a Member of the Society for Maintenance and Reliability Professionals of U.S.A.

WHO SHOULD ATTEND

Maintenance managers / engineers / supervisors / technicians and those who are involved in the planning and executing the maintenance activities

**This Course Can Be Conducted As
An In-house/In-plant Course**

For further enquiries, please contact us:

Ms Wani

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ADMINISTRATIVE DETAILS

Date : August 12 – 13, 2013 (Monday & Tuesday)

Time : 8.45 am – 5.00 pm

Venue : FMM Institute Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, Kuantan, Pahang Darul Makmur.

Fees : RM 700 (FMM Members) / RM 850 (others) per participant

PSMB Scheme : SBL

Medium of Instruction : English

Closing Date : August 5, 2013

(Fees include course materials, lunch, refreshments and Certificate of Attendance.)