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 in 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
Tel: 09-5156857 / 6858  Fax: 09-5156855  E-mail: fmmeastern@fmm.org.my
## Penyelenggaraan Asas untuk Juruteknik

### INTRODUCTION
Technicians are expected to perform efficient troubleshooting, do proper preventive maintenance, control the usage of spare parts, and possess good maintenance etiquette. This programme is designed to provide best known methods that every maintenance personnel should be equipped with.

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### OBJECTIVES
At the end of the programme, participants will be able to:
- understand maintenance concepts;
- differentiate the different activities of maintenance;
- select the right type of maintenance;
- maintain basic equipment condition and operating standards;
- manage spare parts effectively;
- apply appropriate stocking strategies;
- apply the seven-step process of implementing preventive maintenance; and
- identify the behavioural requirements for maintenance personnel.

### METHODOLOGY
Lecture, group discussions, case studies and group presentation.

### 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
All maintenance personnel will find this programme beneficial.

For further enquiries, please contact us:
Ms Wani  
FMM Institute Eastern Branch  
B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.  
Tel: 09-5156857 / 6858  
Fax: 09-5156855  
E-mail: fmmeastern@fmm.org.my

### ADMINISTRATIVE DETAILS

| Date       | May 13 – 14, 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 | Malay                      |
| Closing Date| May 6, 2013                       |

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