



FMM Institute

Centre for Professional Development



Claimable Under SBL-Khas SCHEME

Administrative Details

Date	: November 8 - 9, 2021 (Mon - Tue)
Time	: Day 1 (9:00 am – 5:00 pm) Day 2 (9:00 am – 5:00 pm)
Venue	: Remote Online Training via 'ZOOM'
Fees	: RM 1,007.00 (FMM Member) : RM 1,113.00 (Non member) <i>The fee inclusive Service Tax at 6%</i>
Contact	: Pn. Astri (astri@fmm.org.my)
Persons & Email	: En. Omar (omar@fmm.org.my) Ms. Jessica (jessica@fmm.org.my)
Closing Date	: November 1, 2021
SBL-Khas code no.	: 1000199950
Training Provider	: FMM Institute Johor MYCOID: 475427W_JOHOR

Facility Management Made Easy

Over the years, facilities management has gained recognition as a strategic component responsible for the success of an organization. It is moving away from its traditional focus on building to the people and business itself. The ever increasing advancement of technology has smoothened the facilities operation for most organizations. It is widely accepted that practitioners need to keep up with the available technology offerings, to ensure that their daily duties are made easier. This session will discuss the latest offering of new technologies and how they can play an important role in facilities management in a manufacturing environment.

CONTENTS FORMAT

The Role of Plant Facility Engineers / Managers

- What is Facilities Management
- The evolution of the term Facility Management
- What is a Facility Manager
- Common Facility Management Tasks
- The Facility Management Industry
- Reviewing today's facility manager's roles, responsibilities and obligations – How can they add value to the organisation in the future.
- Understanding your Facility Management Vision and Mission

Types Of Plant Maintenance:-

a) Preventive Maintenance (PM)

- General
- Scope of Work
- Workmanship and Materials
- Supervision and Workforce
- Service and Maintenance Records
- Repair to Defects
- Other Functions
- Operations and Maintenance of the various M&E Services
- Maintenance Schedules for the various M&E Services

Preventive Maintenance (Cont)

- Preventive Maintenance Development
- Preventive Maintenance Work Order dispatch
- Preventive Maintenance Work Order activity
- Facility Maintenance Performance Review
- Inventory Management
- Quality Control Process Flow
- Quality Control
- KPI's / Service Level Agreements – The do's and don't's

b) Predictive Maintenance (PdM)

- Objective
- Methodology
- Frequency

Facility General Maintenance

- Performance review
- Process Flow Chart for Maintenance Audit
- Audit Summary Sheet

Outsourcing Facility Management

- When and How
- Developing Key performance Indicators (KPI) for "Best in Class" Facility Management
- In-House versus Outsourcing of the Facility Management unit

LEARNING OUTCOMES/OBJECTIVES

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

- practice and apply the concepts of Facilities Management learnt;
- have a firm grip on the various terminologies used in Facilities Management;
- understand better the advantages of the CMMS;
- see clearly the interaction between PM and PdM activities

Facility Management Made Easy

TARGET AUDIENCE

Facility Managers, Facility Engineers, Facility Supervisors, Property/Asset Managers, Plant Engineers and Maintenance Engineers

FACILITATOR- Mr. Ir. N.Jayaseelan (Ic no. 591011-10-6167) obtained his Higher National Diploma in Mechanical Engineering from Leeds Polytechnic (UK) and subsequently a Bachelor Degree (Honours) in the same discipline from the University of Malaya. He has about 23 year of working experience in various industries, which include manufacturing, building maintenance, foundry, water and sewerage industries. He has vast theoretical and practical knowledge of the various M & E equipment in industry. He also writes technical articles for various international journals and magazines. He is a recipient of the Association of Overseas Technical Scholarship (MOTS) award on two occasions, awarded by the Ministry of Economy, Trade and Industry of Japan.

Course Details

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Venue : **Remote Online Training**

Platform: **Zoom**

SBL-Khas code no.: **1000199950**

Fees

FMM Member : **RM 1,007.00 (FMM Member)**

RM 1,113.00 (Others)

The fee inclusive Service Tax at 6% (SST Number : W10-1901-32000105)
(Fees include Certificate of Attendance)

Medium of Instruction : English

Closing Date : **November 1, 2021**

Administrative Details

Registration

- Upon Faxing/Mailing the completed Registration Form to FMM Institute, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.

Payment

- Cheques made in favour of "FMM Institute" should be forwarded a week before the commencement of each programme.
- For SBL-Khas Scheme, an Attendance of 100% is a must, in any case, employers will be billed in full.

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 did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

For further enquiries, please contact

FMM Institute Johor Branch

Pn. Astri / En. Omar / Ms. Jessica

Tel: 07-357 7613 / Fax: 07-357 7618

Email : astri@fmm.org.my / omar@fmm.org.my / jessica@fmm.org.my

REGISTRATION FORM

Dear Sir,
Please register the following participant(s) for the above programme

1 *Name : _____

*IC No. : _____

*Designation : _____

*Email : _____

2 *Name : _____

*Ic No. : _____

*Designation : _____

*Email : _____

** Required information*

Submitted by:

Name : _____

Designation : _____

Company : _____

Address : _____

Tel & Fax No. : (T) _____ (F) _____

Email : _____

Please tick (✓) accordingly:

We will be **claim under SBL-Khas Scheme** and full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstances

We will **NOT BE CLAIMING Under SBL-Khas Scheme.**

Enclosed cheque No. _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**" should be forwarded to the Secretariat **before November 8, 2021.**