Cost Reduction Techniques for Maintenance
August 10 - 11, 2020 | 9.00am - 5.00pm | FMM Selangor & Kuala Lumpur Branch

OBJECTIVES
- Identify essential equipment activities and non-value-added work
- Understand factors contributing to maintenance operation costs
- Implement cost reduction strategies in maintenance equipment, inventory, and related activities
- Carry out Predictive Maintenance

WHO SHOULD ATTEND
Managers in Maintenance, Engineering & Production, Engineers/Supervisors/Technicians and those involved in Maintenance Cost Reduction Programmes

Dates : August 10 - 11, 2020
Time : 9.00 am – 5.00 pm
Venue : FMM Selangor & Kuala Lumpur Branch
8A, Jalan Pensyarah U1/28,
Hicom Glenmarie Industrial Park
40150 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 1,272 per participant
(inclusive of 6% Service Tax)
Non Members – RM1,590 per participant
(inclusive of 6% Service Tax)
(Fees include course materials, Certificate of Attendance, lunch and refreshments)

* Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.

For further enquiries, please contact:
Siti Nazihah / Syazwani / Fatahiyah
FMM Institute
Selangor & Kuala Lumpur Branch
Tel: 03-55692950 / 4171 / 4471 Fax: 03-55694346
Email: siti_nazihah@fmm.org.my / syazwani@fmm.org.my / fatahiyah@fmm.org.my
Visit us at: www.fmm.edu.my / www.fmm.org.my

CONTENTS
Introduction to Equipment Maintenance Activities
- Equipment maintenance activities
- Objectives of equipment maintenance activities

Maintenance Cost
- Understanding maintenance cost
- Objective of maintenance cost

Maximising Equipment Effectiveness
- Understanding equipment breakdown
- Sporadic & chronic losses

Maintenance Cost Reduction
- Maintenance costs reduction analysis
- Strategy and maintenance action plan

Cost Reduction in Maintenance Approach
- Maintenance approach and job attitude
- Equipment repair efficiency

Spare Parts and Inventory Cost Reduction
- Centralising spare parts
- Choosing the right spare parts

Cost Reduction in Maintenance Tools Management
- Using the right tools
- Proper usage and storage of tools

Maintenance Vendor and Fabrication Cost Reduction
- Choosing the right vendor
- Fabrication analysis

Maintenance Operation Cost Control
- 5S in maintenance
- Workshop management

Maintenance Activity Cost Reduction
- Preparing efficient work schedule
- Implementing Poka Yoke and Kaizen

Maintenance Cost Reduction Concepts
- Autonomous maintenance
- Total preventive maintenance

Maintenance Hidden Cost
- Equipment downtime
- Maintenance administration

FACILITATOR
Mr. K Rajandran holds a Diploma in Mechanical Engineering from Federal Institute of Engineering, KL and a Certificate in Electronics from Seremban Electronics. He started his career with Motorola Semiconductor in the area of Equipment Maintenance Function and grew steadily to become an Equipment Engineer. He later joined QDOS Microcircuits as a Production Section Head and subsequently joined a Japanese MNC as a Training Department Section Head and then as an Engineering Section Head and Safety Officer hitherto. Mr. Rajandran has conducted numerous Programmes such as Total Productive Maintenance, Basic Mechanical Maintenance, Occupational Safety & Health Management System and Supervisory Management. In the past, he has conducted training courses for Samsung, Northern Telecom, Globetronics Technology, ISO Technology and SMCI Globetronics Technology. In addition, he has also won the Gold Medal as a Total Productive Maintenance Coordinator for Equipment in the Final Test Department in a Total Customer Satisfaction Competition held in Chicago, USA.

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.
REGISTRATION FORM

Cost Reduction Techniques for Maintenance

August 10 - 11, 2020 (Monday - Tuesday)  FMM Selangor & Kuala Lumpur Branch

The Manager
FMM Institute Selangor & Kuala Lumpur Branch
Tel: 03-55692950/4471/4171
Fax: 03-55694346
SST No: W10-1901-32000105

Please tick (√) accordingly:
PSMB Scheme: □ SBL □ Non Contributor
Require vegetarian meal: □ Yes □ No

Please register the following participant(s) for the above programme:
(To be completed in BLOCK LETTERS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nationality  IC / Passport No.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nationality  IC / Passport No.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nationality  IC / Passport No.

(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: __________________________ E-mail: __________________________
Company: __________________________ FMM Membership No.: __________________________
Address: _______________________________________________________________________
_____________________________________________________________________________
Tel No.: __________________________ Fax No.: __________________________ Date: _______________

My Corporate Identity No.: ________________________________________________