Mr. Tee Tuan Chuar, a graduate in Accounting, Finance and Management and also a Chartered Accountant by training. Being an Accountant by Qualification and a Manufacturing Professional in experience makes him uniquely capable in providing exceptional Manufacturing Decision Making with rationality of Accounts, Finance and Costing. Mr. Tee has implemented major Cost Savings through JIT, 5S, Kaizen, Cycle Time, Work Flow and FMEA projects during his tenure as a Manufacturing Professional. He has a total of ten years experience in lecturing, training and management consulting in all areas of Management, Project Planning and Management, Finance, Accounting and also Production.

His successfully plan, strategize and implemented successful costs saving activities through effective Quality Assurance /Control practices, identifying wastages minimize mistakes in the operation processes, such as ensuring appropriate Incoterms used in all shipping, logistic activities to make sure the organization achieve its business domain of on time delivery at the lowest operation costs. He implemented 5S program for Mujur Group Of companies in the mid-late 1990s’. Provided 5S consultancy to name a few, M/s. Tomypak Berhad, Dan Café, a coffee process plant at Terbrau, Johor Bahru. Conducted many 5S in house training for many companies such as Ajinomoto Berhad, Titan Berhad group of companies, Pre-metal Sdn. Bhd. Wheel Electronics at Plenton, Johor Bahru, Evergreen Containers Manufacturer at Pasir Gudang and many others.

Organised by:

FMM Institute
Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai
Sulaman Coastal Highway
88400 Kota Kinabalu.

100% SBL Scheme

Part 1: Practical Warehouse Organization and Management Profile
- The roles, responsibilities and functions of a professional warehouse.
- Design and develop a warehouse.
- Organization Chart.
- Identify customers need and understand inventory terms to avoid confusion.

Part 2: Warehouse Operations and Inventory Management Process
- Identify different warehouse layout to maximise space management and productivity.
- Different warehouse layouts, the advantages and constraints.
- Decide on appropriate warehouse layout and overcome or manage constraints.

Part 3: Inventory Coding and Classifications
- Identify techniques of effective coding of materials.
- Develop easy to use classification with Alphabetical Classifications
- Select the most suitable material coding and classification for your company.

Part 4: Effective Inventory Control
- Develop effective Inventory Policy, Procedures and Control
- Avoid out of stock situation – Reduce production downtime and minimize disruptions
- Resolution of overstock situation and preventive actions

Part 5: Inventory Control Technique and Strategy
- The “Single “ and “Double” bin system
- Establish minimum and maximum stock level.
- Determine the RIGHT STOCK LEVEL for your company.

Part 6: Warehouse Control Strategies
- Inventory Control Technique with ABC,
- FSN analysis to monitor stock movement
- VED analysis to maintain Inventory on your overall stock level

Part 7: Warehouse Safety and Security
- The practice of effective HOUSEKEEPING in the warehouse.
- Define and identify Hazardous items and areas to take precautionary measures
- Provide safe working environment with preventive actions.

At the end of the programme, participants will be able to:
- Understand Warehouse and Inventory Management Process
- Understand Warehouse Organization and Operations dynamics
- Correct Material Coding and Classification to avoid confusion and easy retrieval
- Cost saving through effective Inventory Control Skills
- Inventory Management techniques and strategies
- Understand Warehouse safety and security skill
- Understand Warehouse housekeeping to cut down waste
Who Should Attend

Inventory Controllers, Store Managers and Officers who are interested to acquire knowledge and skills in controlling the store activities and operations, will find the programme useful and beneficial.

Administrative Details

Registration:
- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

Payment:
- Cheques made in favour of FMM Institute should be forwarded to the FMM Sabah Representative Office.

Closing Date: 8 October 2012

Cancellation and Refunds:
- Must be in writing with reasons
- 7 days before the course: 100% refund
- 3-6 days before the course: 50% refund
- < 3 days before the course: No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

Date: October 22-23, 2012 (Mon & Tue)

Time: 8.30am – 4.30pm

Venue: FMM Institute
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai 1
Sulaman Coastal highway
88400 Kota Kinabalu, Sabah

Course Fees:
Members: RM650.00 per pax
Others: RM850.00 per pax
(Fees include course materials, meals and certificate of attendance)

(10% group discount for 3 and above)

For further enquiries, please contact: Florisa/Nelly
Tel: 088-447 580 Fax: 088-447 570
E-mail: fmmsabah@fmm.org.my / nelly@fmm.org.my

- Registration Form -

Dear Madam,

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Designation</th>
<th>Nationality</th>
<th>I/C No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Practical Warehouse and Inventory Management
October 22-23, 2012