



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**
Centre For Professional Development



UNDERSTANDING CALIBRATION CERTIFICATE

September 12, 2022 (Monday)

8.45 am – 5.00 pm **Remote Online Learning via Zoom**

This one-day course aims to enhance the understanding of certificates issued out by calibration laboratory to their customer. In compliance to ISO 9001 and other Quality Management Systems, organizations send out their measuring instruments out for calibration to ensure the traceability of their measurement to the SI units. This course will help organizations to understand the services that was provided for their equipment.

Some key competencies include such as traceability, calibration methods, understanding the calibration interval and calibration points selection. Organization can benefit by leveraging their position as customer to customize the calibration that fit best their purpose.

COURSE CONTENTS

Module 1 - REQUIREMENTS OF CALIBRATION CERTIFICATES

⇒ The requirements of the information needed in Calibration Certificate is listed in ISO 9001 and ISO 17025. The class will discuss further on each of the requirements needed in the calibration certificate.

Module 2 - TERMINOLOGIES USED ON THE CALIBRATION CERTIFICATES

⇒ Each calibration services performed on the measuring devices follows a certain calibration procedure used by the laboratory performing the calibration. This class will review one instrument in each field of measurements by reviewing commonly used instrumentation in small and medium industry in Malaysia to see how these terminologies are used and what do they mean.

Module 3 - EXAMPLES OF CALIBRATION CERTIFICATE FROM DIFFERENT CALIBRATION FIELDS

⇒ The class will review calibration certificate from various field of calibration such as pressure, mass, temperature, heat-enclosure measuring equipments. Participants are encouraged to bring sample of certificate of their own to class for discussion.

Module 4 - CUSTOMIZING THE CALIBRATION CERTIFICATES

⇒ The purpose of this class is to empower customers of calibration services. The trainer believes that by providing awareness and information to the customers they would be able to utilize these information and optimize the services that would fit their need best.

TRAINER

CIK NADHRA BINTI HALIG has served at multiple multinational manufacturing companies and specializes in the Testing & Calibration, and general quality related to a manufacturing environment since 2004. She has a degree in Mechanical Engineering from University of Minnesota, USA and MSc (Management of Industry and Technology) from Universiti Kebangsaan Malaysia and currently pursuing part time MBA. She is a trained and appointed as Internal Auditor for ISO 9001, ISO 14001, and ISO 17025 and has experience in performing audits for her previous employer suppliers in compliant to the Green Procurement requirement. She managed the quality and technical aspect of internal central calibration and testing laboratories which serves both internal and external customers. Her experience working with customers in electrical and electronic industry, automotive industry and general consumer goods has exposed her to different requirement of different industry. She did not only perform calibration and testing services for her customer, but also provide consultation on their testing requirements, sample preparation, testing methods and reporting.

CIK NADHRA is a Certified Trainer under PSMB and previously was an instructor under the Measurement Faculty for Operator Development Program at her previous company. She also taught Measurement Control Certification program for Panasonic Human Resources Development Center which is the certification center for metrology personnel under the Panasonic Group of Companies. She has also conducted various on the job training and in house workshops for topics related to calibrations and testing in public and private organizations in the ASEAN countries.

WHO SHOULD ATTEND

Calibration Report User

TRAINING METHODOLOGY

Lecture, group activities, online exercises/reviews

OBJECTIVES

- ⇒ Interpret terminologies used in calibration certificate
- ⇒ Understand different types of information available on different types of calibration certificates
- ⇒ Identify elements that can be customized to best fit their organization's needs

LEARNING OUTCOMES

- At the of the course, participants would be able to:
- ⇒ Interpret terminologies used in calibration certificate
 - ⇒ Understand different types of information available on different types of calibration certificates
 - ⇒ Identify elements that can be customized to best fit their organization's needs

COURSE DETAILS

Date **September 12, 2022 (Monday)**
Time **8.45am - 5.00pm**
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD **7 hours**
Fees **Members RM477.00/pax** **Non-Members RM636.00/pax**
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

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.
- Will be based on **First-Come-First served** basis.

PAYMENT

- **Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

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**

~ Registration Form ~

UNDERSTANDING CALIBRATION CERTIFICATE

FMM Institute,
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Closing Date:
SEPTEMBER 5, 2022

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation
	NRIC	HP No
		Email
2.	Name	Designation
	NRIC	HP No
		Email
3.	Name	Designation
	NRIC	HP No
		Email

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would 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/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	