



FMM Institute
Kedah/Perlis Branch

100% SBL Scheme
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IN HOUSE TRAINING
AVAILABLE

“MANUFACTURING BEST PRACTICES FOR SHOPFLOOR IMPROVEMENT”

▸ 9:00 am to 5:00pm ▸ 26-27 Nov 2012, Mon-Tue ▸ FMM Institute, Sungai Petani

OBJECTIVES

- Upon completion of this course, participants will be able to:
- understand the principle of good manufacturing practices used
 - improve their current processes and system to enhance productivity
 - learn simple yet powerful tools to effectively solve problems

WHO SHOULD ATTEND

Operational / Production Executives, supervisors, Process Engineers, Quality Personnel and others who are involved in the day to - day operations of a manufacturing plant.

CONTENTS

Quality

- ◆ The Quality Movement
- ◆ What is Quality?
- ◆ Continuous Improvement

Supervisor's Role In Quality

- ◆ Basic Supervisory Function
- ◆ Problem Solving Skills
- ◆ The Deming Cycle

Basic Quality Tools for Effective Problem Solving

- ◆ Define The Problem
- ◆ Process Charting
 - Process Chart
- ◆ Determining Performance
 - CheckSheet
- ◆ Understanding Causes
 - Pareto Diagram
 - Histogram
 - Cause-Effect Diagram
- ◆ Develop and Test Solution
 - Scatter Diagram
- ◆ Implement Solution
 - Run Chart
 - Control Chart

QCC and Problem Solving

- ◆ Quality Management through QCC
- ◆ Guidelines on QCC Implementation
- ◆ the Concept of QCC

◆ Benefits of QCC

- ◆ QCC Structure
- ◆ Factors Leading to the Successful Implementation of QCC

ISO 9000 Standard Certification

- ◆ Quality Management System
- ◆ 6 Minimum Procedural Documents in ISO 9000
- ◆ Total Quality Control

5s Programme

- ◆ Visual Factory Management
- ◆ The 5S's?
 - Sort
 - Systematise
 - Sweep
 - Standardise
 - Self-Discipline
- ◆ Benefits of 5S
- ◆ Implementing 5S

Total Productivity Maintenance

- ◆ Maintenance System
- ◆ The Six Losses in TPM
- ◆ Implementing TPM

Waste through Movement

- ◆ Understanding Ergonomics
- ◆ Cellular Manufacturing
- ◆ Reducing Waste from Movement

TRAINER:

En. Ahmad Fauzi is currently a trainer and consultant. He holds an MBA qualification from USM and a Bachelor's degree in Applied Science from Australia. He was a Programme Manager of Soletron Technology Sdn Bhd. Prior to this, he was with Palmco Holdings Berhad as its Training & Development Manager. He has conducted many in-house programs like Performance Appraisal, Supervisory / Executive Development Programs, Motivation, Communications, Time Management, Leadership and Quality Awareness for various levels of staff.

He is the Course Consultant in various team-building programs for organization such as Singapore Air Security Services, Telekom Malaysia, Securities Commission, Modenas, Penang Bridge, Penang Port, Asahi Best-Base, Sharp-Roxy, Shorubber, MMI, DNP, Matshuhita, SKF, Sony, Foremost Audio, Dai-Ichi, Eully Plastics, Delta SwitchGear, Fatimah Hospital. He has conducted numerous Supervisory programs for organizations like Equip Series Wood Products, Petronas Fertilizer, Casuarina Beach Hotel, Silitek, Southern Steel, Mitsuoka, Aisello Sanipak and Precico. Course participants have found his participative and interactive delivery and approach to instruction, very interesting and effective. This has been reflective in every end-of-course evaluation.

Administrative Details

Date	: 26-27 Nov 2012 (Mon-Tue)	Time	: 9.00 am – 5.00 pm
Venue	: FMM Institute, Sungai Petani	Fees	: RM650.00 (Members); RM750.00 (Non-Members)

All fees are inclusive of course materials, lunch and refreshments.

Attendance is by prior registration only. Registration form must be completed and returned to FMM Institute **by 19 Nov 2012** with correct payment by cheque made in favour of **'FMM INSTITUTE'** and crossed "Account Payee Only". Payment by cash is acceptable during the day of registration. **Registration is on first-come-first-served basis.** For enquiries: Contact Meeza (04-4216876) / Shita 04-7343110/011 or email meeza@fmm.org.my / fmmkedahperlis@fmm.org.my

CANCELLATION MUST BE IN WRITING TO FMM.

*There will be no refund for cancellation within 3 days prior to the program. 50% refund for cancellation between 4 - 5 days and full refund for cancellation 6 days prior to the program. **No additional cost for replacement.***

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REGISTRATION FORM

To : FMM Institute (Attn: Meeza) Fax: 04-7344057

Please register the following participants:

- 1. Name & Designation : _____
- 2. Name & Designation : _____
- 3. Name & Designation : _____
- 4. Name & Designation : _____

(Please attach separate list if space is insufficient)

Submitted by

Name : _____

Designation : _____

Company : _____

Tel : _____ Fax: _____

Address : _____

Email : _____

Membership No. : _____