Pengurusan Rekod Dan Fail Yang Efektif

June 20, 2013 • Thursday
8.45 a.m. – 5.00 p.m.
Venue: FMM Institute Perak, No. 1, Lorong Raja DiHilir,
Off Jalan Raja DiHilir, 30350 Ipoh, Perak.

COURSE FEE
(For includes Course Materials, Refreshment, Lunch and Certificate of Attendance)
FMM Members (per pax): RM 300.00
Others (per pax): RM 400.00
Medium of Instruction: Bahasa Malaysia
CPD: 7 hours

Closing date: JUNE 13, 2013

Registration:
Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, 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 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.

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.

Administrative Details
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This Course Can Be Conducted As An In-House/In-Plant Course
Production Planning, Scheduling And Control For Optimal Flow Control
June 20 & 21, 2013

In today's competitive global and business environment, it is essential to have a thorough knowledge and understanding of production planning and scheduling so as to reduce the overall manufacturing costs and thus improve productivity. Production planning and scheduling are concerned with the volume and timing of outputs, the utilization of operations capacity, forecasting and developing material requirement plans, managing inventory, and managing for world class competition, just-in-time manufacturing and managing for quality.

**COURSE CONTENTS**

**OPERATIONS MANAGEMENT**
- Objectives
- Functions

**PLANNING AND CONTROL**
- Objectives
- Functions
  - Types and applications
  - Methods
  - Exercises

**FORECASTING**
- Why forecast?
- Types and applications

**AGGREGATE PLANNING**
- Definition of terminologies
- Break-even analysis
- Case study

**CAPACITY PLANNING**
- Definition of terminologies
- Break-even analysis
- Case study

**VISUAL MANAGEMENT**
- What Is Visual Control?
- Case Study: Visual Orderliness
- Standing Signboards
- Andon: Illuminating Problems in the Factory

**INVENTORY MANAGEMENT SYSTEM**
- Various costs in inventory
- Types of inventory
- ABC and VED analyses
- Exercise on inventory costing

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**OBJECTIVES**

Upon completion of this course, participants will be able to:

- understand how to develop effective records filing and management to promote efficiency and productivity in the organization
- acquire necessary skills and practical knowledge in enabling them to establish their own filing system
- identify what records an organization has to retain in order to function and carry out its responsibility
- provide a logical filing system for the records, in order to make them easy to file and retrieve

**WHO SHOULD ATTEND**

Production Managers, Executives and Senior Supervisors who are responsible for manufacturing. Others involved in planning and production control would also benefit from this programme.

**TRAINER:** Mr Lim Kim Yook, who has worked as an Engineering Manager at Armstrong Cycle Parts, had developed automotive control cables for Proton, Perodua and Honda cars such as Waja, Kelisa, Kenari, Kembara and Civic. He had set-up the Reliability Test Section and designed the Speedometer Cable and Gear Shift Endurance Tester for Armstrong Cycle Parts. In addition, with his wide experience in semiconductor, electronics, automotive and constructions industries, Mr. Lim is an active Trainer and Analyst in the areas of ISO 9001, ISO 14001, QS 9000, ISO/TS 16949 and OHSAS 18001.

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**TRAINER:** Mr Adikalasamy, an author of a book on 5S, has more than 15 years of working experience in Quality, Engineering and Production areas. He is an active member of the Reliability Test Section, and has authored several publications on Quality Management and Environmental Management. He is a member of the SMC and has been involved in various projects related to Quality Management, Environmental Management and Lean Management.

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**TRAINER:** Mr Adikalasamy, has wide experience in the field of Filing and Records Management. He was formerly with Arkib Negara Malaysia for more than 30 years where he was involved in Records and Archives Management works including training programmes. He started his career as a Records Assistant in 1966 and retired as a Senior Assistant Archivist with the same organization in 1998. The position he held prior to his retirement was a Training Officer at the Training and Carrier Development Branch of the National Archives of Malaysia. He holds a Diploma in Public Relations and a Certificate in Archives Studies, London.

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**TRAINER:** Mr Adikalasamy, while serving in that organization, has trained extensively within the organization and for other government agencies both locally and internationally. He has conducted numerous programmes on Records Management, Filing System, Subject Classification & Indexing and Archiving that are his forte. Among the companies that he has conducted training for are Jabatan Peguam Negara, Polis DiRaja, Fiberair, KUB Textile, Leader Cable, BP Chemical, Hicom-Honda, Sharp Roxy, International Paint, Malaysia Airport, TNB, BSN, Multimedia University, Kuching Water Board, UPM and many more.