**Perancangan Dan Kawalan Pengeluaran Untuk Penyelia**

The main objective of production function is to produce goods and services demanded by customers in the most efficient and economical way. Therefore efficient management of production function is of utmost importance in order to achieve this objective and this can be achieved through proper Production Planning and Control (PPC).

### Course Content

#### INTRODUCTION

**OBJECTIVES**

Upon completion of this course, participants will be able to:
- describe the production function and its component
- define production management
- analyze various factors, which are crucial for designing the production
- explain the design of production system and manufacturing process
- list out the factors influencing the choice of production process
- discuss the benefits, which a factory can reap by having properly designed production planning, and control system

**MANUFACTURING PROCESS**

- Types of manufacturing process
  - Jobbing production
  - Batch production
  - Mass or flow production
  - Process Production
- Factors affecting the choice of manufacturing process
  - Effect of volume/variety
  - Capacity of the plant
  - Lead time
  - Flexibility and Efficiency

#### PRODUCTION PLANNING AND CONTROL

- Benefits to factories
  - Optimum Utilisation of Capacity
  - Inventory control
  - Economy in production time
  - Ensure quality
- Steps of production planning and control
  - Production planning
  - Routing
  - Scheduling
  - Production schedule
  - Master Schedule
  - Manufacturing schedule
  - Scheduling of Job order manufacturing
  - Loading
  - Production control
  - Dispatching
  - Follow up
  - Inspection
  - Corrective measures

### Administrative Details

**Closing date:** April 7, 2014

**Medium of Instruction:** Bahasa Malaysia

**CPD:** 7 hours

**Course Fee** (Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)
- **FMM Members:** RM 300.00 per pax
- **Others:** RM 400.00 per pax

**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 Sdn. Bhd.** 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.

**REGISTRATION FORM**

**FMM INSTITUTE PERAK (Centre for Professional Development)**

Attn: Puan Eda / Ms Harvindar / Ms Nicole

No. 1, Lorong Raja D’Hillir, Off Jalan Raja D’Hillir, 30350 Ipoh, Perak.

Fax. No.: (05) 548 8331 • Tel. No.: (05) 548 8660

Email: fmm@perak.gov.my

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**Name:**

**Designation:**

**Company:**

**Tel:**

**Fax:**

**Email:**

**Address:**

**FMM Membership No:**

**MyCoID:**

Enclosed cheque / bank draft No. __________________ for RM __________________ being payment for ________ participant(s) made in favour of the ‘FMM INSTITUTE’.