MAINTENANCE

Safe Operations And Maintenance Of Electrical Installations
November 5 & 6, 2012 • Monday & Tuesday
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
(Fees include Course Materials, Lunch and Certificate of Attendance)

FMM Members (per pax): RM 450.00
Others (per pax): RM 550.00
English
14 hours

CLOSING DATE: OCTOBER 29, 2012

PRODUCTION OPERATIONS

Measuring Production Operations Performance For Continuous Improvement
November 5 & 6, 2012 • Monday & Tuesday
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
(Fees include Course Materials, Lunch and Certificate of Attendance)

FMM Members (per pax): RM 450.00
Others (per pax): RM 550.00
English
14 hours

CLOSING DATE: OCTOBER 29, 2012

Training Course Organised by FMM INSTITUTE (475427-W)

REGISTRATION FORM

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<tr>
<th>SAFE OPERATIONS AND MAINTENANCE OF ELECTRICAL INSTALLATIONS NOVEMBER 5 &amp; 6, 2012</th>
<th>MEASURING PRODUCTION OPERATIONS PERFORMANCE FOR CONTINUOUS IMPROVEMENT NOVEMBER 5 &amp; 6, 2012</th>
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<td>Dear Sir / Madam Please register the following participant(s) for the above programme:</td>
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<td>Name</td>
<td>Designation</td>
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(Please attach a separate list if space is insufficient) Use separate registration form for each programme. Submitted by:

Name: 
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’

FMM INSTITUTE PERAK
No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak. (Attn : Puan Eda / Ms Harvindar / Ms Nicole)
Fax. No.: (05) 548 8221 & (05) 548 8331 • Tel. No.: (05) 548 8660 • Email : fmmperak@fmm.org.my

ADMINISTRATIVE DETAILS

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.

This Course Can Be Conducted As An In-House/In-Plant Course
Safe Operations And Maintenance Of Electrical Installations
November 5 & 6, 2012

COURSE CONTENTS

ELECTRICITY SUPPLY ACT 1990 (ACT 447) AND AMENDMENTS
♦ Section 23 - Competent Control

ELECTRICITY SUPPLY REGULATIONS 1994 AND AMENDMENTS
♦ Part 5 - Maintenance, Regulation 110, 111, 112, 113

ELECTRICAL SAFETY REGULATIONS

ELECTRICAL SAFETY EQUIPMENTS AND TOOLS MAINTENANCE OF:
♦ Sub-Station
♦ Transformer
♦ Main Switchboard
♦ Circuit Breaker
♦ Protective Device
♦ Underground Cable
♦ Earthing System
♦ Standby Generator
♦ Uninterruptible Supply System (UPS)

OBJECTIVES

Upon completion of this course, participants will be able to:
• perform the right methodology of implementing safety operation and maintenance of electrical system
• provide comfortable and safe working environment
• safeguard the life of human, animal, building and assets
• lengthen lifespan of electrical installation and other associated equipment
• eliminate electrical machine and equipment from experiencing frequent fault and damage

WHO SHOULD ATTEND

Engineers, Chargerman, Wireman, Electricians, Technicians, Maintenance personnel and personnel from Safety Operations.

TRAINER: Ir. Harapajan Singh holds a Master of Engineering with Distinction (Electrical) from the University of Nottingham United Kingdom, Professional Examination of the Council of Engineering Institutions (Engineering Council), UK in Electrical and Electronic Engineering, a Diploma in Engineering (Electrical) from University Technology Malaysia and a Certificate in Engineering (Electrical) from Polytechnic Ungku Omar Ipoh.

Ir. Harapajan has over 34 years of lecturing experience in engineering fields. He was the Technical Lecturer & Head of Electrical Power Unit, Department of Electrical Engineering with Polytechnic Ungku Omar Ipoh, lecturing in Electrical Machines, Power Electronic & Electrical Installation to Certificate and Diploma students in the department. He was a part-time Lecturer with Universiti Sains Malaysia lecturing in Electrical Technology & Power Electronics and he also supervised projects of power-based design by students. In the past, he has served as the Head of Electrical Department with Polytechnic Seberang Perai, Penang and as the Principal of the Kepala Batas Community College, Penang. Currently, he is the Head of Electrical Safety Department, Universiti Teknologi Mara (UiTM), Penang.

Measuring Production Operations Performance For Continuous Improvement
November 5 & 6, 2012

Effective Operation Management now stands at the core of every successful organization as manufacturers strive to increase productivity without incurring unnecessary costs. As the need to deal effectively with the problems of production scheduling becomes more critical, staff needs to have a comprehensive understanding of the measurement, principles and functions of operation management before even thinking about the control.

COURSE CONTENTS

OPERATION MANAGEMENT AND PRODUCTION PLANNING & CONTROL
♦ objectives of operations management (explain about Quality, Cost, Time/Delivery)
♦ functions of operations management (emphasise on forecasting, planning etc.)
♦ types of production (make to stock & make to order – how this links to forecasting)

FORECASTING
♦ why forecast (how to use this to control operations)
♦ types & applications (qualitative and quantitative types)
♦ methods of forecasting (moving averages, exponential smoothing, linear regression)
♦ exercise on forecasting (evaluation on forecasting using mean absolute deviation method)

OPERATION SCHEDULING TECHNIQUES
♦ External Focus: Scheduling (explain techniques such as first-come-first-serve, due date first, fastest processing time first, etc.; AND evaluate which is best)
♦ Internal Focus: Sequencing (using Johnson technique to reduce time, cost etc.)

FLOW ANALYSIS & BALANCING
♦ Introduction to Line Balancing (explain how to use it)
♦ Concept of Cycle Time (explain cycle time and takt time)
♦ Techniques of Line Balancing (2 techniques: Rank Positioning Weight, and Kilbridge & Webster)
♦ Why you can control high costs such as Overtime, Late Delivery, and Surprises (how to use line balancing to control all these and apply)

OBJECTIVES

Upon completion of this course, participants will be able to:
• acquire comprehensive understanding of operations
• enhance Forecasting skills
• improve their Scheduling and Sequencing Techniques
• use tools and techniques for balancing the operations
• save time, money, WIP and enhance efficiency

WHO SHOULD ATTEND

Production / production planning / materials / inventory control managers and executives, Engineers, Managers and Executives from the manufacturing and related industries and all those who wish to attain the knowledge and techniques for their day to day operations

TRAINER: Mr Andrew Cheah Yoon Chan holds a Master Degree in Business Administration from University of Portsmouth, UK and is a qualified ISO 9000 Assessor (QMI/SIRIM). In the past, he was a Consultant attached to a US based Consultancy firm and specialised in areas such as cost savings, productivity improvements, behavioural survey, internal auditing and training for projects in Singapore, Indonesia, Thailand and Malaysia. His experience in international consultancy for industries such as Electronics & Electrical, Steel Mill, Food Processing, Garment, Furniture and Fertiliser, earned him a membership with the Association of Productivity Specialist (USA).

Mr Andrew has conducted many courses in the field of Industrial Engineering, Production Operations, Quality, People Management, Personal and Performance Development and ISO. He has also worked in manufacturing organisations and served in Departments such as Training & Development, Project Management, Industrial Engineering, Production Operations, Plant Facilities, Safety and Housekeeping. While serving with this Manufacturing concerns, he has won the NPC National Productivity Award, brought about huge savings on Telephone Bills, Electricity, Water consumptions and implemented JD Edwards ERP Business Solutions.