



FEDERATION OF MALAYSIAN MANUFACTURING
NEGERI SEMBILAN BRANCH
MYCOID: 007907X_NSEMBILAN
PROG. NO: 10001689117

NSB/16/2026

May 7, 2026

FMM
FEDERATION OF MALAYSIAN
MANUFACTURING

SEMINAR ON

Effective Technical Report Writing for Manufacturing Professionals



Transform complex technical findings into clear, professional reports that drive action and compliance. Designed for manufacturing professionals to write with accuracy, confidence, and impact.

Target Participants

- Process, manufacturing, and maintenance engineers
- Quality assurance/quality control (QA/QC) executives
- Production supervisors and team leaders
- Safety & Health officers (SHO) and environmental officers
- Technical trainers and documentation staff

➤ **Pre-requisite: Basic English proficiency; working in a manufacturing setting for at least 6 months**



JULY 6-7, 2026 (MON & TUES)

9.00AM - 5.00PM



FMM NS BRANCH, SEREMBAN 2



ENGLISH / BAHASA MALAYSIA

**Closing Date:
July 2, 2026**

9.00AM – 5.00PM

JULY 6-7, 2026

FMM NS BRANCH, S2

OBJECTIVES

- By the end of this training, participants will be able to:
- Structure technical reports logically using manufacturing-standard formats (e.g., 5W1H, SAR, or IMRaD).
 - Analyze audience needs (managers, engineers, external auditors) and adjust tone, detail, and terminology accordingly.
 - Apply clear, concise, and grammatically correct technical English, avoiding ambiguity and “Manglish” in formal reports.
 - Produce key manufacturing report types: Incident Report, Root Cause Analysis (RCA), and Maintenance Summary Report.
 - Review and edit their own and peers’ reports using a standardized checklist and proofreading techniques.

SPEAKER'S PROFILE

DR. AHMAD FAUZI

Dr. Ahmad Fauzi is a full time trainer. He has worked in large multi-national organisations as well as local conglomerates for over 23 years. He graduated with a Ph.D from Universiti Putra Malaysia, an MBA from Universiti Sains Malaysia as well as a Bachelor's degree in Applied Science (Applied Chemistry) from Western Australia. He has worked in various functional areas from Sales, Human Resources, Training & Development, Business Development and Customer Management. He began his teaching career as a part-time lecturer at UiTM, Shah Alam. During his career with various manufacturing operations, he also trained technicians and engineers on Quality, Productivity and Problem Solving through Root Cause Analysis. He also trained staffs from various organisations including SHELL, PETRONAS, TELEKOM Malaysia, Bank Negara, DELL, as well as the Securities Commission.

COURSE CONTENTS

TIME	PROGRAM DETAILS (DAY 1) "FOUNDATIONS & REPORT STRUCTURE"
8.45AM	Registration of Participants
9.00AM	Module 1: Why Technical Reports Matter <ul style="list-style-type: none"> • The cost of poor reports (delays, wrong decisions, audit findings) • Typical manufacturing reports: Shift log, Non-Conformance Report (NCR), 8D report, HSE incident form • Overview of Dos and Don'ts in Malaysian manufacturing context
10.30AM	Morning Coffee Break
10.45AM	Module 2: Audience & Purpose Analysis <ul style="list-style-type: none"> • Identifying readers: Management, technical team, external auditors (DOSH, DOE, SIRIM) • Adjusting language, detail, and visuals • Case study: Writing an equipment breakdown report for two different audiences
1.00PM	Lunch Break & Networking
2.00PM	Module 3: The Standard Report Structure <ul style="list-style-type: none"> • Title, Executive Summary, Introduction, Methodology, Findings/Data, Conclusions, Recommendations, Appendices • Applying SAR (Situation-Action-Result) for short reports • Templates for daily production and incident reports
3.30PM	Afternoon Coffee Break
3.45PM	Module 4: Writing Clearly – Grammar & Style <ul style="list-style-type: none"> • Common Malaysian English errors (missing articles, verb tense, prepositions) • Avoiding “Manglish” in formal writing • Active vs. passive voice in technical contexts • Using bullet points, tables, and diagrams effectively • Exercise: Rewrite ambiguous technical sentences
5.00PM	End of Day 1

TIME	PROGRAM DETAILS (DAY 2) "PRACTICAL REPORT WRITING, REVIEW & WORKSHOP"
8.45AM	Registration of Participants
9.00AM	Module 5: Writing Key Manufacturing Reports <ul style="list-style-type: none"> • Incident / Accident Report (DOSH requirements) • Root Cause Analysis (RCA) report using 5 Whys + Fishbone diagram • Maintenance/Equipment Downtime Report • Corrective & Preventive Action (CAPA) report for QA
10.30AM	Morning Coffee Break
10.45AM	Module 6: Data Presentation & Visuals <ul style="list-style-type: none"> • Integrating charts, graphs, and photos • Referring to visuals in text (“As shown in Figure 2...”) • Creating simple process flow diagrams for reports • Hands-on: Add captions and references to a given dataset
1.00PM	Lunch Break & Networking
2.00PM	Module 7: Editing & Peer Review Workshop <ul style="list-style-type: none"> • Using a technical report checklist (logic, clarity, accuracy, tone) • Peer review of pre-prepared or anonymized real reports • Common pitfalls in Malaysian manufacturing reports (vague conclusions, missing recommendations)
3.30PM	Afternoon Coffee Break
3.45PM	Module 8: Final Writing Simulation <ul style="list-style-type: none"> • Scenario: A chemical spill on the production floor or repeated machine downtime. • Participants write a 1-page structured report (Incident + RCA + Recommendations) in groups • Gallery walk & instructor feedback Course Summary & Action Plan <ul style="list-style-type: none"> • Template toolkit & resources • Tips for sustaining report quality back at the factory
5.00PM	End of Programme

PARTICIPATION FEE *(Inclusive of 8% SST)*

Member RM 972.00 per pax
Non - Member RM 1,080.00 per pax

PAYMENT METHOD

1) HRDCORP GRANT (SBL - KHAS SCHEME)

- No payment to FMM.
- Fund must be sufficient. Fee will be deducted from the employer's HRDCorp contributions.
- Full payment is to be made to FMM in the event that no disbursement from HRDCorp under any circumstances.

2) DIRECT PAYMENT TO FMM via Online Banking / Cheque

Payee Name: **FEDERATION OF MALAYSIAN MANUFACTURING**

Bank Name : Malayan Banking Berhad

Account No : 505176510151

SST Registration No : W10-1901-32000105

***To provide FMM with the payment slip / advice once payment has been made.*

REGISTRATION

- All registration together with the payment should be made before the event date.
- Registration is on a first-come-first-serve basis.
- For SBL-KHAS Scheme, an attendance of 100% is a must, otherwise employers will be billed in full.
- For SBL-KHAS Scheme, grant approval must be provided to FMM at least 3 days before the event date.
- Upon submission of the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- Certificate will only be issued upon full disbursement from HRDCorp / payment from employer.

REPLACEMENT/CANCELLATION/NO SHOW

- Must be made in writing with reasons to FMM.
- Full payment fee will be charged by FMM for cancellation within 2 days prior to the event
- Participants who **did not turn-up will be charged full payment.** Invoice will be sent to the employer after program ends.
- Replacement can be accepted at no additional cost.
- FMM reserves the right to cancel or reschedule the program. All efforts will be taken to inform participants of the changes.

REGISTRATION FORM

FMM Negeri Sembilan (Attn: Ms. Eyda/Ms. Niza)

Email: herdawaty@fmm.org.my / niza@fmm.org.my

Tel No: 06-603 1626
 Fax No: 06-603 1628

1) Name :
 Designation :
 E-mail :
 NRIC :
 Vegetarian :

2) Name :
 Designation :
 E-mail :
 NRIC :
 Vegetarian :

3) Name :
 Designation :
 E-mail :
 NRIC :
 Vegetarian :

Payment:

Full payment of RM will be made via:-

HRDCorp SBL-KHAS Online Banking Cheque

Submitted by: FMM Member Non-Member

Name :

Designation :

Company Name :

Membership No. :

ROC No. :

Tel : Fax :

TIN No : SST No. :

E-mail :

Address :

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