



PROPOSAL

ADVISORY & CONSULTANCY SERVICES

TOTAL PRODUCTIVE MAINTENANCE (TPM/AM)

&

QUALITY ENVIRONMENT MANAGEMENT SYSTEMS (QE/5S)

Prepared for:

CJ Bio Malaysia Sdn. Bhd.
Process Improvement and Innovation Department,
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Prepared by:

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1.0 INTRODUCTION

- 1.1. Total Productive Maintenance (TPM) is a new approach to equipment management in a factory, frontline personnel are trained and encouraged to apply through statistical control techniques. Quality product, from TPM standpoint, demands that it be created by highly skilled and motivated workers and with equipment operated and maintained under optimal condition.
- 1.2. Autonomous Maintenance is independent maintenance carried out by the operators of the machines rather than by dedicated maintenance technicians. This is core concept of TPM, much like Total Quality Management (TQM), TPM gives more responsibility and authority to the operators and releases the technical personnel to do more preventive and improvement works.
- 1.3. Quality Environment (QE) / 5S practices is a concept which can be applied in the workplace by workers. The goal of 5S is to create a work environment that is clean and well-organised. It consists of five elements such as Sort (eliminating anything that is not truly needed in the work area), Set In Order (organise the remaining items), Shine (clean and inspect the work area), Standardise (create standards for performing the above three activities) and Sustain (ensure the standards are regularly applied).
- 1.4. It should be reasonably intuitive how 5S creates a foundation for wall-running equipment. For example, in a clean and well-organised work environment, tools and parts are much easier to find and it is much easier to spot emerging issues such as fluid leaks, material spills, metal shavings from unexpected wear, hairline cracks in mechanisms, etc.

2.0 OBJECTIVE

The objectives of this TPM(AM) and QE/5S is to assist CJ Bio (M) Sdn Bhd to enhance and improve the current implementation of 5S and TPM(AM). The both programme is combine to ensure the implementation will give more impact to CJ Bio (M) Sdn Bhd in managing the production and organisation.

In 5S program, CJ Bio (M) Sdn Bhd will be assisted to improve inventory system, red tag, disposal management system as well as visual marking in operation/process area, fugui system and impact of 5S to organisation that can be relate with cost saving.

TPM(AM) is define as activities aimed for eliminating breakdowns, defects and all other equipment losses, gradually increasing equipment effectiveness, improving company benefits and creating satisfying workplace environment.

3.0 PROJECT SCOPE/AREA

CJ Bio (M) Sdn Bhd to define the project scope or area to cover for this program.

4.0 PROJECT METHODOLOGY

No.	Task Mode	Task Name	Total Days
1.	Consultation 1	Plant visit and walk through process and to review current status of 5S and TPM implementation	2
2.	TPM/AM/5S Training	Awareness and fundamental training on TPM/AM/5S. Course content as Appendix 2.	4
3.	5S & TPM/AM Consultation 2	<p>5S</p> <ul style="list-style-type: none"> Consultancy on 5S implementation that will focus on inventory system, red tag, visual management and disposal system. <p>TPM/AM</p> <p>Initial Cleaning</p> <ul style="list-style-type: none"> Thoroughly clean equipment and surrounding Remove all unnecessary materials 	2
4.	5S & TPM/AM Consultation 3	<p>5S</p> <ul style="list-style-type: none"> Consultancy on 5S implementation that will focus on inventory system, red tag, visual management and disposal system. <p>TPM/AM</p> <p>Countermeasure for Source of Contamination</p> <ul style="list-style-type: none"> Remedy source of contamination. Prevent contamination from irregular and undesirable dispersion. Improve hard to access area cleaning times. 	2
5.	5S & TPM/AM Consultation 4	<p>5S</p> <ul style="list-style-type: none"> Consultancy on 5S implementation that will focus on inventory system, red tag, visual management and disposal system. <p>TPM/AM</p> <p>Cleaning and Lubrication Standard</p> <ul style="list-style-type: none"> Conduct training for lubricating Develop overall lubrication standard Set cleaning and lubrication standard 	2
6.	5S Workshop and Audit Preparation	To guide and facilitate CJ Bio Malaysia on 5S implementation and readiness for 5S Certification Audit.	1
7.	Certification Audit	Renewal Certificate	1
		Total	14

*Program Task/Modul are subject to change after Gemba and further discussion with consultant.

5.0 PROFESSIONAL FEE

NO	PROGRAMME	Unit	Unit Price	FEE (RM)
1.	5S & TPM/AM Consultation 1	2	2,500	5,000
2.	TPM/AM/5S Training	4	4,500	18,000
3.	5S & TPM/AM Consultation 2	2	2,500	5,000
4.	5S & TPM/AM Consultation 3	2	2,500	5,000
5.	5S & TPM/AM Consultation 4	2	2,500	5,000
6.	5S Workshop	1	4,500	4,500
7.	5S Renewal Certificate	1 @ 2 Auditor	1,400	2,800
	Total	14 Days		45,300
	20% Training Discount			3,600
	Grand Total	14 days		41,700

5.1 Payment Term

Payment shall be made to “**PERBADANAN PRODUKTIVITI MALAYSIA**” using crossed cheque OR Local Order OR Electronic Fund Transfer (EFT) to MPC Account (**Maybank Islamic: 564164438566**). Kindly remit proves of EFT to MPC for issuance of official receipt.

7.0 PROJECT MILESTONE

Refer to Appendix 1

8.0 CONTACT PERSON

For more details, please contact:

- i. Encik Rosmi Abdullah (rosmi@mpc.gov.my / 013-928 0509)
- ii. Encik Muhammad Hafiz Sabarudin (hafiz@mpc.gov.my / 012-956 2398)

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Fax: 03-7955 1824

6.0 MEDIUM OF INSTRUCTION

- i. The programme will be conducted either in English or Bahasa Malaysia.
- ii. The training venue will be provided by the client.
- iii. Training material will be provided by MPC
- iv. Payment should be made before the commencement of the programme.
- v. Details of the proposal shall be treated as confidential and shall not be reproduced in any form or manner without the written consent of MPC.
- vi. Any changes in work content, charges or contractual conditions must be agreed by an exchange of letters signed by authorised representative and MPC Project Manager.
- vii. Customers shall be deemed to have accepted and agreed to be bound by these Terms and Conditions as soon as MPC received Acceptance Letter, which was signed by the customer together with the relevant documents if applicable.
- viii. MPC reserve the right to amend/make changes to the above conditions in the interest of implementing the training programme.



ACCEPTANCE LETTER
ADVISORY & CONSULTANCY SERVICES
TOTAL PRODUCTIVE MAINTENANCE (TPM/AM)
&
QUALITY ENVIRONMENT MANAGEMENT SYSTEMS (QE/5S)

We have read and understood the indemnity and agree to the terms and conditions herein contained:

Organisation : _____
Name (as per NRIC) : _____
Designation : _____
Contact No. : _____
Fax : _____
Email : _____
Fee : **RM41,700.00**

.....
Signature and Company Stamp

.....
Date

(To fill up by MPC and return to organisation)

This agreement has been accepted and confirmed by:

Malaysia Productivity Corporation

Signature : _____
Name : _____
Designation : _____
Date : _____

APPENDIX 1

PROJECT MILESTONE

NO	ACTIVITIES	MONTH / 2022											
		Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
1	5S & TPM/AM Consultation 1 (2D)												
2	TPM/AM/5S Training (4D)												
3	5S & TPM/AM Consultation 2 (2D)												
4	5S & TPM/AM Consultation 3 (2D)												
5	5S & TPM/AM Consultation 4 (1D)												
6	5S & TPM/AM Consultation 5 (1D)												
7	5S Workshop (1D)												
8	5S Renewal Certificate (1D)												

**subject to change*

APPENDIX 2

TOTAL PRODUCTIVE MAINTENANCE **COURSE CONTENT**

Time	Module (Day 1&2)
9.00 – 13.00	<ul style="list-style-type: none">• Introduction of TPM• Why TPM?• Objective and Benefits of TPM
13.00 – 14.00	<ul style="list-style-type: none">• Break
14.00 – 17.00	<ul style="list-style-type: none">• Eight Pillars of TPM<ul style="list-style-type: none">▪ Focused Improvement (Kobetsu Kaizen)▪ Autonomous Maintenance (Jishu Hozan)▪ Planned Maintenance▪ Training▪ Early Equipment Management▪ Quality Maintenance▪ Office TPM▪ Safety and Health Management
Time	Module (Day 3&4)
9.00 – 13.00	<ul style="list-style-type: none">• OEE Calculation<ul style="list-style-type: none">▪ Equipment Losses and Breakdown Management▪ Measure of Machine Productivity▪ 8 Major Equipment Losses and Overall Equipment Effectiveness
13.00 – 14.00	<ul style="list-style-type: none">• Break
14.00 – 17.00	<ul style="list-style-type: none">• TPM Implementation<ul style="list-style-type: none">▪ Gantt Chart / Roadmap▪ 12 Steps of TPM Implementation▪ Improving Overall Equipment Effectiveness▪ Identify Action Plan to Eliminate Waste and Cost Reduction

**Subject to change*