



MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY



**MALAYSIA
STEEL
INSTITUTE**

MALAYSIA STEEL INSTITUTE TRAINING PROGRAMME



MALAYSIA STEEL INSTITUTE

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ISO 45001: 2018 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

Objectives:	<p>This course enables the participants to understand about ISO 45001:2018 OH&S requirements and how it will impact to their current OHSAS 18001.</p> <p>Besides, it provides participants in-depth knowledge on interpretation of ISO45001 clauses and its application during internal audit.</p> <p>At the end of the training, participants will be able to know:</p> <ol style="list-style-type: none"> a) Understand ISO 45001:2018 requirements. b) Distinguish the main difference between ISO 45001:2018 and OHSAS 18001 requirements. c) Conclude the major impact ISO 45001:2018 requirements to their own OHSAS 18001. d) Formulate the transition plan for ISO 45001:2018. 	
Who should attend:	<ul style="list-style-type: none"> ❖ Engineers ❖ Supervisors ❖ Line Leaders ❖ any relevant personnel of ASSB who are responsible for the ISO 45001:2018 and continuous implementation of an environmentally safe and sound of work environment through their daily operation. 	
Program Details:	<p><u>Time</u></p> <p>9:00am-5:00 pm</p>	<p><u>Topics covered</u></p> <ul style="list-style-type: none"> ➤ Introduction to ISO 45001: 2018 ➤ Leadership and Worker Participation ➤ Planning ➤ Support ➤ Control of Documented Information ➤ Emergency Preparedness and Response ➤ Performance Evaluation ➤ Improvement
Duration:	1 day	
Date:	Inhouse training customised to customer availability	
Professional Fees:	RM 4,000	
Trainer details:	The course is presented by MSI's experienced Management System Consultant.	
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 	
Payment:	100% upon Confirmation or before training date	

EMERGENCY RESPONSE PLANNING PROGRAM IN THE WORKPLACE TRAINING

Objectives:	<p>This course aims to provide delegates with a thorough understanding of Emergency Response Plan. Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> (a) Understand the Fire precautions regulations/legislation (b) Understand the use of Fire protection equipment and Fire extinguishers: Practice and theory (c) Demonstrate Fire evacuation drill and plan preparation. (d) Develop a comprehensive emergency preparedness policy and response program. (e) Develop a business continuity and business recovery plan. 	
Who should attend:	<ul style="list-style-type: none"> ❖ Emergency Response Team ❖ Factory/production Engineer ❖ HSE managers & officers ❖ Supervisory personnel ❖ Safety & Health committee members 	
Program Details:	<p><u>Time</u> 9:00am-5:15pm</p>	<p><u>Topics covered</u></p> <ul style="list-style-type: none"> ➤ HSE Awareness ➤ Setting up Emergency Response Team ➤ Emergency precautions regulations/legislation in Malaysia ➤ Safety features within buildings ➤ Evacuation Drill Procedure ➤ ERT equipment in the building ➤ Mock Drills and Practical Assessment (scenario based)
Duration:	2 days	
Date:	Inhouse training customised to customer availability	
Professional Fees:	RM 12,000	
Trainer details:	The course is presented by MSI's experienced Management System Consultant.	
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 	
Payment:	100% upon Confirmation or before training date	

OCCUPATIONAL FIRST AID SKILLS & CPR TRAINING

Objectives:	Upon completion of the course, participants will be able to: <ul style="list-style-type: none"> (a) Provide First Aid treatment for injuries and illness (b) Demonstrate Basic Life Support skills (c) Enable management to comply with the Legal Provision and DOSH guidelines 	
Who should attend:	<ul style="list-style-type: none"> ❖ Safety Managers and Personnel ❖ Security Managers and Personnel ❖ Human Resource Managers and Personnel ❖ Safety and Health Committee Members ❖ Emergency Response Team Members ❖ All levels of workers and interested individuals 	
Program Details:	<u>Time</u> 9:00am-5:00pm	<u>Topics covered</u> <ul style="list-style-type: none"> ➤ Introduction to first Aid Theory ➤ Hazard Identification ➤ Bloodborne Diseases ➤ Patient Assessment ➤ Burn and Scald ➤ Patient transport ➤ Injuries to the head and Spine ➤ Burn and Scald ➤ Patient transport
Duration:	2 days	
Date:	Inhouse training customised to customer availability	
Professional Fees:	RM 12,000	
Trainer details:	The course is presented by MSI's experienced Management System Consultant.	
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 	
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OVERHEAD GANTRY CRANE & HOIST SAFETY & CERTIFICATION TRAINING

Objectives:	At the end of this course, participants will be able to: <ul style="list-style-type: none"> (a) Demonstrate the principles and procedures for safe, proper crane operation; (b) Calculate the mass load that need to be handled; (c) Maintain and inspect the lifting gears; (d) Handle the loads with safest movement 	
Who should attend:	<ul style="list-style-type: none"> ❖ Crane operators ❖ Engineers and Supervisors ❖ Staffs involved in Overhead Crane operation 	
Program Details:	<u>Time</u> 9:00am-5:00pm	<u>Topics covered</u> <ul style="list-style-type: none"> ➤ Types of Overhead Cranes ➤ Features of Overhead Crane ➤ Controls, Hoist Limit Switches and Brakes ➤ Safe Operation ➤ Maintenance Safety Procedure ➤ Slinging and Safe Working Load ➤ Weight of the Load ➤ Rules to follow when Slinging and Handling a Load ➤ Stacking ➤ PPE ➤ Flexible Steel Wire Rope ➤ Chain ➤ Flat Webbing and Round Webbing Synthetic Sling ➤ Fibre Rope ➤ Accessories ➤ Accident Prevention
Duration:	1 day	
Date:	Inhouse training customised to customer availability	
Professional Fees:	RM 4,000	
Trainer details:	The course is presented by MSI's experienced Management System Consultant.	
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 	
Payment:	100% upon Confirmation or before training date	

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM REQUIREMENTS TRAINING

Objectives:	<p>At the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> (a) To learn the concepts of ISO 9001:2015 and how the standard will become a valuable part of the business management system. (b) To engage in activities that give the more understanding of each requirement and the benefits of each requirement to their organization. 				
Who should attend:	<ul style="list-style-type: none"> ❖ Anyone who needs to learn about ISO 9001:2015 Quality Management System requirements ❖ Middle and upper management, engineers, technicians in all kinds of companies (manufacturing non-manufacturing service industry, etc) ❖ Trainers who want a simple, effective method of explaining ISO 9001:2015 to employees. 				
Program Details:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Time</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Topics covered</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">9:00am-6:00pm</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Significant changes in ISO 9001:2015 ➤ The impact of the changes in ISO 9001:2015 ➤ Terminology & Exclusion Requirements ➤ Benefits of ISO 9001:2015 for any business management system ➤ Process approach & Risk Based Thinking ➤ Quality Management ➤ Context of Organization ➤ Leadership ➤ Planning ➤ Support ➤ Operation ➤ Performance evaluation ➤ Improvement </td> </tr> </tbody> </table>	<u>Time</u>	<u>Topics covered</u>	9:00am-6:00pm	<ul style="list-style-type: none"> ➤ Significant changes in ISO 9001:2015 ➤ The impact of the changes in ISO 9001:2015 ➤ Terminology & Exclusion Requirements ➤ Benefits of ISO 9001:2015 for any business management system ➤ Process approach & Risk Based Thinking ➤ Quality Management ➤ Context of Organization ➤ Leadership ➤ Planning ➤ Support ➤ Operation ➤ Performance evaluation ➤ Improvement
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Professional Fees:	RM 4,000				
Trainer Details:	The course is presented by MSI's experienced Management System Consultant.				
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 				
Payment:	100% on Confirmation or before training date				

RISK AND OPPORTUNITY MANAGEMENT FOR ISO 9001:2015

Objectives:	At the end of this course, participants will be able to: (a) To explain the concept of “risk” in the context of ISO 9001:2015 (b) To explain how risk is addressed in ISO 9001:2015 (c) To address the concern that risk-based thinking replaces the process approach (d) To explain how to determine and manage risk in operation				
Who should attend:	❖ Managers, executives, engineers, professionals and employees involved in QMS and others whose job function will ultimately affect the quality and efficiency of the company and its products.				
Program Details:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Time</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Topics covered</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">9:00am-6:00pm</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Introduction to Risks and Opportunities in ISO 9001:2015 ➤ Understand the organization and its context ➤ Understand Risk Identification ➤ Risk Evaluation and Assessment ➤ Risk Mitigation ➤ Risk Register ➤ Risk Communication </td> </tr> </tbody> </table>	<u>Time</u>	<u>Topics covered</u>	9:00am-6:00pm	<ul style="list-style-type: none"> ➤ Introduction to Risks and Opportunities in ISO 9001:2015 ➤ Understand the organization and its context ➤ Understand Risk Identification ➤ Risk Evaluation and Assessment ➤ Risk Mitigation ➤ Risk Register ➤ Risk Communication
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Date	Inhouse training customised to customer availability				
Professional fees:	RM 4,000				
Trainer details:	The course is presented by experience MSI’s Management System Trainers.				
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client’s own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment’s/tools as appropriate 				
Payment:	100% on Confirmation or before training date				

INTERNAL QUALITY AUDIT FOR ISO 9001:2015

Objectives:	At the end of this course, participants will be able to: <ul style="list-style-type: none"> a) To understand the philosophy, concepts and techniques of auditing b) To understand principles and concepts of QMS c) To understand the requirements and interpret ISO 9001:2015 d) To acquire skills to undertake effective QMS audits 				
Who should attend:	<ul style="list-style-type: none"> ❖ Managers, executives, engineers, professionals and employees involved in QMS and others whose job function will ultimately affect the quality and efficiency of the company and its products. ❖ Company Internal Quality Auditor 				
Program Details:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Time</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Topics covered</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">9:00am-6:00pm</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Introduction to Audit and Quality concepts ➤ Understanding Objective Evidence ➤ Audit Planning ➤ Time to Conduct an Audit ➤ Conducting on-site audit ➤ Audit Reporting and Follow-up </td> </tr> </tbody> </table>	<u>Time</u>	<u>Topics covered</u>	9:00am-6:00pm	<ul style="list-style-type: none"> ➤ Introduction to Audit and Quality concepts ➤ Understanding Objective Evidence ➤ Audit Planning ➤ Time to Conduct an Audit ➤ Conducting on-site audit ➤ Audit Reporting and Follow-up
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Professional fees:	RM 4,000				
Trainer details:	The course is presented by experience MSI's Management System Trainers.				
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 				
Payment:	100% on Confirmation or before training date				

EIGHT DISCIPLINES (8D) IN PROBLEM SOLVING

Objectives:	At the end of this course, participants will be able to: (a) To know the effective methodology for problem solving and root cause analysis (b) To know what is 8D TOPS Method (c) To integrate all basic and statistical tools in effective problem solving process	
Who should attend:	<ul style="list-style-type: none"> ❖ Top and middle management ❖ Quality Manager, Operational/ Production Manager ❖ Logistics, Operation, and Quality Executives and Supervisor who are involve in quality and productivity improvement programme 	
Program Details:	<u>Time</u>	<u>Topics covered</u>
DAY 1	9:00am-5:00pm	<ul style="list-style-type: none"> ➤ Define the problem ➤ Implement and verify interim actions ➤ Acquire and analyse data ➤ Analyse possible causes, Fish Bone Diagram, Pareto Diagram, Cause Screening - Determine root cause ➤ Define and evaluate solutions
DAY 2	9:00am-5:00pm	<ul style="list-style-type: none"> ➤ Develop action plan ➤ Implement solutions ➤ Verify the results ➤ Standardize to prevent recurrence
Duration:	2 days	
Date:	Inhouse training customised to customer availability	
Professional Fees:	RM 12,000	
Trainer details:	The course is presented by MSI's experienced Management System Consultant.	
Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 	
Payment:	100% upon Confirmation or before training date	

LEAN PRODUCTION SYSTEM

Objectives:	Upon completion of this course, participants will be able to: - <ul style="list-style-type: none"> a) Understand LPS tools and how to use b) Identify 7 wastes in production c) Learn how to eliminate the waste d) Identify non value added process at line e) Streamline and improve process flow f) Increase quality standard by applying LPS tools (poka yoke, andon) 	
Who should attend:	❖ For those who need to learn about Lean	
Program Details:	<u>Time</u>	<u>Topics covered</u>
DAY 1	9:00am-5:00pm	<ul style="list-style-type: none"> ➤ what is lean production system ➤ benefits of LPS ➤ LPS concept ➤ waste management, visual factory, kanban, vsm, haijunka, poka yoke, andon, ➤ waste elimination (TIMWOOD) ➤ explain the type of waste <ul style="list-style-type: none"> - transportation - inventory - motion - waiting - over produce - over process - defects
DAY 2	9:00am-5:00pm	<ul style="list-style-type: none"> ➤ LPS Tools <ul style="list-style-type: none"> - 5S - Value Stream Mapping - Pull System - Visual Management - Poka yoke - Standardization ➤ Practical line Genba (identify waste and non-value process) ➤ practical audit at production line
Duration:	2 days	
Date:	Inhouse training customised to customer availability	
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Terms:	<ul style="list-style-type: none"> ✓ MSI will appoint suitable qualified trainer and provide a copy of delegates manual for client's own duplication purposes. ✓ Client shall arrange venue for training, lunch & refreshments, duplication of delegates manual, arrange for necessary equipment's/tools as appropriate 	
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