

STRICTLY CONFIDENTIAL

COMPANY POST DIAGNOSTIC REPORT CONTIPAK NORON SDN BHD

Company Name	Contipak Noron Sdn Bhd
Date of Visit	12 December 2020
Time	9.30 am-12.30 pm
Location	Lot 1, Blok A, Jalan Usahawan 5, PKNS Setapak Industrial Area, Off Jalan Genting Kelang Kuala Lumpur
State	Kuala Lumpur
Sector & Subsector	Manufacturing, Packaging

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Prepared by :



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Laporan yang telah disediakan diakui
memuaskan

15/12/2020

A handwritten signature in black ink, appearing to read 'Rosmi Abdullah'.

ROSMI ABDULLAH

Pengarah
Khidmat Nasihat Dan Perundingan Produktiviti (PACS)
Perbadanan Produktiviti Malaysia (MPC)

Contents

	Page
1.0 Company Diagnostic Summary Report	3
Appendix 1 : PGM Indicators	5

1.0 Company Diagnostic Summary Report

<p>Nature of Business</p> <ul style="list-style-type: none"> - Background - Location - Product/services 	<p>Contipak Noron Sdn Bhd was established on 8 May 1974. 1976 was the year that Contipak rolled out its first flexible packaging production. The first few chapters in Contipak history were dominated with confectionaries industries. In a short few years, it became the major suppliers of flexible packaging materials to few major confectionary manufacturers in Malaysia.</p> <p>Contipak currently has a total workforce of 51 people. Contipak generated sales of RM16,760,00 in 2019. (refer to Organisational Profile).</p>
<p>Company Strengths</p>	<ol style="list-style-type: none"> 1. The company has established an objective to be one of the best flexible packaging producers in Malaysia. 2. The company has identified strategic challenges especially during COVID 19 and develop strategic plan using internal and external information. 3. The company has selected and gathered relevant information to support decision making and monitor performance.. 4. The company has established basic approaches in identifying customers' requirements through analysis of products to meet customers' requirements. 5. Human resource plan has been established. The company ensures all employees are competent on the basis of appropriate skills and experience to perform their job function. 6. The company has established the work processes based on ISO 9001 and company's SOP (Standard Operating Procedure) to meet key requirements of the customers. The implementation of 5S has improve the efficiency process and maintain a safe and clean environment. 7. The company tracks performance trend of sales and revenue indicator.

Areas of improvement	<ol style="list-style-type: none"> 1. The company might consider precisely defining the values of the company. The values should be displayed at strategic places of the company, communicated and disseminated through meetings and briefings. 2. The company might consider using strategic plan tools such as SWOT and PESTLE to systematically analyse environmental challenges faced by the company especially during COVID 19. 3. The company might consider improving mechanism for identifying and sharing best practices among the employees to improve performance. 4. Lack of evidence on how the performance of employees is assessed and improved in relation to satisfying customers needs. 5. The company might consider determining more structured mechanism to ensure employees involvement in quality initiatives. 6. No evidence of data analysis relating to people, customer, financial and processes that are being benchmarked with competitors' performance. 7. Lack of evidence on evaluation of training programmes.
Intervention Programme (Implemented)	The company implemented 5S.Period of implementation is from July to November 2020

(Appendix 1)

PROGRAM SPPE 2020 PRODUCTIVITY GAIN MEASUREMENT INDICATORS

	INDICATORS
SALES	
- 2019	15,047,000
- 2018	16,760,000
NO. OF EMPLOYEES	51
LABOUR COST (*or combine i,ii,iii)	2,418,486
i) WAGES	1,638,847
ii) ALLOWANCES	149,973
iii) OTHERS	
- BONUSES	33,000
- OVERTIME	301,436
- EPF	245,618
- TRAINING	16,912
- ETC	3,288
FIXED ASSETS	1,363,158
TOTAL INPUT	
- MATERIALS CONSUMED	10,489,149
- LABOUR COST	2,418,486
- OTHERS (PAYMENT TO THE WORK DONE BY OTHERS, UTILITIES, ETC)	876,266 (electricity) 480,900 (rental) 113,017 (upkeep factory) 195,832 (upkeep machinery)
RATIO	(2019 sales)
COMPETITIVENESS RATIO	
1. SALES / LABOUR COST	5.78
2. LABOUR COST/NO.OF EMPLOYEES	47,421
3. LABOUR COST/SALES	0.16
LABOUR PRODUCTIVITY = NO OF EMPLOYEES/SALES	0.0000034
CAPITAL INTENSITY = SALES/FIXED ASSET	11
CAPITAL PRODUCTIVITY = SALES/NO OF EMPLOYEE	295,039