

BORANG PENILAIAN PROGRAM PEMBANGUNAN SISTEM PENGURUSAN MENGIKUT FASA

(Bahagian ini diisi oleh Organisasi Yang Dilawati)

1) Penilaian keberkesanan perkhidmatan terhadap perunding:-

- a) Nama Perunding : TOOTY JAMALUDIN
b) Nama Syarikat : HIJRAH SYNERGY RESOURCES

Skala bagi penilaian:

5 = Cemerlang 4 = Sangat Baik 3 = Baik 2 = Sederhana 1 = Lemah

Bil	Kriteria Penilaian	PENILAIAN				
		5	4	3	2	1
1	Komitmen perunding yang dilantik	/				
2	Pelaksanaan program mengikut jadual (PERANCANGAN)	/				
3	Keberkesanan maklumat yang disampaikan	/				
4	Kualiti perkhidmatan yang ditawarkan mengikut masa yang ditetapkan (<i>punctuality</i>) dan kepantasan (<i>speed</i>)	/				
5	Kesahihan (<i>realibility</i>) maklumat yang di sampaikan	/				

2) Keseluruhan perkhidmatan yang diberikan

☒ CEMERLANG ☐ SANGAT BAIK ☐ BAIK ☐ SEDERHANA ☐ LEMAH

3) Ulasan:

Program yang sangat menarik!
Perlu dijalankan di semua SME's

Tandatangan



Nama Penilai

CHE KU NUR AIMA CHE KU MOHD

Jawatan

ASSISTANT ASSISTANT MANAGER

Tarikh

2/12/2020

PUREGEN TECHNOLOGY SDN. BHD.
(Company No: 629602-T)
6, Jalan BP 5/6, Bani S G, Puchong,
47100 Puchong, Selangor.
Tel: 603-8051 2100 Fax: 603-8051 1200
Website: www.puregen.com.my



LAPORAN KEMAJUAN PROJEK PEMBANGUNAN SISTEM MENGIKUT FASA

(Laporan kemajuan projek yang telah lengkap disimpan dalam fail projek)

NAMA ORGANISASI : PUREGEN TECHNOLOGY SDN BHD

BIDANG PROGRAM : SKIM PENINGKATAN PRODUKTIVITI ENTERPRISE (LEAN DAN QE)

NAMA PERUNDING : HIJRAH SYNERGY RESOURCES

TARIKH MULA : 24.11.2020 TARIKH DIJANGKA SIAP : 28.2.2021

BIL. HARI : LATIHAN 4 PERUNDINGAN 1 JUMLAH 5

YURAN KESELURUHAN : RM 18,500.00

PERINGKAT PELAKSANAAN:

☒ FASA 1

☐ FASA 3

☐ FASA 2

☐ FASA 4 *Laporan akhir projek perlu disertakan

LAPORAN KEMAJUAN PROJEK:

BIL	TAJUK	KETERANGAN	TARIKH PROGRAM	NOTA
1.	Taklimat Pengurusan dan (GEMBA)	1. Konsultan telah membuat taklimat kepada pihak pengurusan atasan syarikat PUREGEN Tech. berkenaan dengan perjalanan projek serta memberitahu kaedah yang akan digunakan. Pihak pengurusan juga diberitahu bahawa mereka akan diberikan 2 program iaitu QE/5S serta Pengurusan Lean.	23.11.2020	
2.	Latihan 1: Bengkel Pengenalan QE/5S	Para kakitangan didedahkan dengan pengenalan kepada QE, kepentingan, cara pelaksanaan serta impak pelaksanaan QE/5S di tempat kerja.	24.11.2020	

MPC (ISO) C8/ P6/ F.07	Semakan	: 0
	Tarikh	: 17.11.2017
	Mukasurat	: 2/3

BIL	TAJUK	KETERANGAN	TARIKH PROGRAM	NOTA
3.	Latihan 2: Bengkel Audit Dalam QE/5S	Kakitangan diberikan Latihan berkenaan pelaksanaan Audit Dalam yang akan diadakan di tempat kerja mereka, kepentingan audit serta melantik jawatankuasa QE/5S termasuk pelantikan Juruaudit Dalam. Kakitangan juga telah dibimbing untuk membina kriteria audit dalam mereka sensiri berdasarkan keperluan dan kehendak mereka sendiri bagi menjamin kebersihan, keselesaan serta keselamatan mereka sentiasa terjamin.	25.11.2020	
4.	Latihan 3 : Bengkel Pengurusan Lean dan Tools dan Teknik Lean	Bagi bengkel lean, kakitangan didedahkan dengan kepentingan pengurusan lean dengan memperkenalkan jenis-jenis pembaziran yang dilakukan semasa menjalankan tugas harian di organisasi mereka. Mereka dipecahkan kepada kumpulan untuk membina aliran proses tugas masing-masing bagi memudahkan proses mengenalpasti pembaziran yang terdapat di setiap proses.	1.12.2020 – 2.12.2020	

TARIKH LAWATAN SUSULAN : 15.12.2020

DISEDIAKAN OLEH:

Tandatangan :

Nama Perunding : TOOTY JAMALUDIN - HIJRAH SYNERGY RESOURCES

Tarikh :

14/12/2020

Cop Syarikat:

HIJRAH SYNERGY RESOURCES
002401074-P

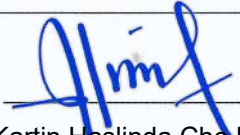
(Pembekal Luar)

BAHAGIAN INI DIISI OLEH PENYELARAS PROGRAM

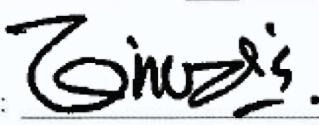
ULASAN PENYELARAS:

Fasa telah dijalankan dengan baik dan memenuhi keperluan projek.

MPC (ISO) C8/ P6/ F.07	Semakan	: 0
	Tarikh	: 17.11.2017
	Mukasurat	: 3/3

Tandatangan : 
Nama Penyelaras : Kartir Haslinda Che Mat
Pengerus
Tarikh : Bahagian PACS/ OED
15/12/2020

SOKONGAN UNTUK PEMBAYARAN: ☒ Sokong ☐ Tidak Sokong

Tandatangan : 
Nama Pengarah/ Pengerus : Zainuddin Elias
Timbalan Pengarah, Bahagian PACS/ OED
Tarikh : 15/12/2020



REKOD KEHADIRAN PESERTA KURSUS/ ATTENDANCE

Awareness SS

Tajuk Kursus/ Programme Title

Tarikh/ Date :

24/11/2020

No. Rujukan Fail:

Penyelaras/ Coordinator

Tempat/ Venue :

Purugen

Jenis Kursus/ Course Type :

NO.	KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGANI/ SIGNATURE				
	(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)										PAGI/ AM	PETANG/ PM			
1.	Nama/Name	CHE KU NUR AIMA BINTI CHE KU MOHO										PERTAMA/ FIRST			
2.	Jawatan/Designation	ASSISTANT MANAGER										KEDUA/ SECOND			
3.	Organisasi/ Organisation											KETIGA/ THIRD			
4.	Alamat/Address											KEEMPAT/ FOURTH			
5.	No. Tel/Tel. No.											KELIMA/ FIFTH			
6.	*Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11			
2.	Nama/Name	HJ MOHO HANIFA B. MOHO DALIM										PERTAMA/ FIRST			
2.	Jawatan/Designation	JURYTERA										KEDUA/ SECOND			
3.	Organisasi/ Organisation											KETIGA/ THIRD			
4.	Alamat/Address											KEEMPAT/ FOURTH			
5.	No. Tel/Tel. No.											KELIMA/ FIFTH			
6.	*Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11			
3.	Nama/Name	Tan Yan Koon TAN YAN KOON										PERTAMA/ FIRST			
2.	Jawatan/Designation	Jurytera SALES EXECUTIVE										KEDUA/ SECOND			
3.	Organisasi/ Organisation											KETIGA/ THIRD			
4.	Alamat/Address											KEEMPAT/ FOURTH			
5.	No. Tel/Tel. No.											KELIMA/ FIFTH			
6.	*Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11			

NOTA/ NOTE:

- (01)=Pertanian/ Agriculture ; (02)=Pertambangan/ Mining ; (03)=Perdagangan/ Trade ; (04)=Utiliti/ Utilities ; (05)=Pembinaan/ Construction ; (06)=Peruncitan/ Retail ; (07)=Pengangkutan/ Transportation ; (08)=Kewangan & Perdagangan/ Finance & Commerce ; (09)=Sosial, Pendidikan, Polis, tentera, NGO, Keperluan, Seni, Keusahawanan, Sumber Manusia, Tanah, Koperasi, Sukatan/ Social, Legal, Education, Police, Army, NGO, Consumerism, Arts, Entrepreneurship, Human Resource, Land, Cooperative, Sports ; (10)=Sains, Teknologi, ICT/ Science, Technology, ICT ; (11)=Lain-lain/ Others
- ** Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%
- *** Sektor Pembuatan/Manufacturing Sector: Sederhana/Medium (Jualan/Sales = RM15m-RM50m) atau/ or Pengerja/Employee = 75-200; Kecil/Small (Jualan/Sales = RM300K-RM15m) atau/ or Pengerja/Employee = 5-74; Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pengerja/Employee = <5)
- **** Sektor Perkhidmatan/ Services & Others Sectors: Sederhana/Medium (Jualan/Sales = RM300K-RM20m) atau/ or Pengerja/Employee = 30-75; Kecil/Small (Jualan/Sales = RM300K-RM3m) atau/ or Pengerja/Employee = 5-29; Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pengerja/Employee = <5)
- © Perbadanan Produktiviti Malaysia - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/PARTICIPANT'S DETAILS										T. TANGANI/ SIGNATURE				
(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)										PAGUJAW	PETANGGI PM			
4	1. Nama/Name	N/A LINI												
	2. Jawatan/Designation													
	3. Organisasi/Organisation													
	4. Alamat/Address													
	5. No. Tel/Tel. No.	No. Faks/Fax :												
	6. *Sektor Ekonomi/Economic Sector	01	02	03	04	05	06	07	08	09	10	11		
5	1. Nama/Name	SHAMALA D/O RAHARU												
	2. Jawatan/Designation	Operation Executive.												
	3. Organisasi/Organisation													
	4. Alamat/Address													
	5. No. Tel/Tel. No.	No. Faks/Fax :												
	6. *Sektor Ekonomi/Economic Sector	01	02	03	04	05	06	07	08	09	10	11		
6	1. Nama/Name	SAZALINA BINTI SAUMEN												
	2. Jawatan/Designation	ADMIN												
	3. Organisasi/Organisation													
	4. Alamat/Address													
	5. No. Tel/Tel. No.	No. Faks/Fax :												
	6. *Sektor Ekonomi/Economic Sector	01	02	03	04	05	06	07	08	09	10	11		
7	1. Nama/Name	JOEY TING CHUAN BEN JOEY TING CHUAN BEN												
	2. Jawatan/Designation	Sales.												
	3. Organisasi/Organisation													
	4. Alamat/Address													
	5. No. Tel/Tel. No.	No. Faks/Fax :												
	6. *Sektor Ekonomi/Economic Sector	01	02	03	04	05	06	07	08	09	10	11		

NOTA/ NOTE:

- * (01)=Pertanian/ Agriculture; (02)=Pertambangan/ Mining; (03)=Perkilangan/ Manufacturing; (04)=Utiliti/ Utilities; (05)=Pembinaan/ Construction; (06)=Peruncitan/ Retail; (07)=Pengangkutan/ Transportation; (08)=Kewangan & Perdagangan/ Finance & Commerce; (09)=Sosial, Perundangan, Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%
 ** Sektor Pembuatan/ Manufacturing Sector: Sederhana/ Medium (Jualan/Sales = RM15m-RM50m atau/ or Pekerja/Employee = 75-200); Kecil/Small (Jualan/Sales = RM300K-RM15m atau/ or Pekerja/Employee = 5-74); Mikro/ Micro (Jualan/Sales < RM300K atau/ or Pekerja/Employee < 5).
 *** Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors : Sederhana/ Medium (Jualan/Sales = RM300K-RM20m atau/ or Pekerja/Employee = 30-75); Kecil/Small (Jualan/Sales = RM300K-RM3m atau/ or Pekerja/Employee = 5-29); Mikro/ Micro (Jualan/Sales < RM300K atau/ or Pekerja/Employee < 5).

KETERANGAN PESERTA KURSUS/PARTICIPANT'S DETAILS										T. TANGANI/ SIGNATURE	
										PAGI/ AM	PETANG/ PM
										HARI/ DAY	
8	1. Nama/Name	ANG JIA JIUN								PERTAMA/ FIRST	
	2. Jawatan/Designation	SALES COORDINATOR								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	
9	1. Nama/Name	MOHD SHAHPUK ANWAR B SAAT								PERTAMA/ FIRST	
	2. Jawatan/Designation	TECHNICIAN								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	
10	1. Nama/Name	KAO KIM LOOY SIMON								PERTAMA/ FIRST	
	2. Jawatan/Designation	Sales Executive								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	
11	1. Nama/Name	PAVITTHAN A/L DANAPAL								PERTAMA/ FIRST	
	2. Jawatan/Designation	PAVITTHAN A/L DANAPAL								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	

NOTA/ NOTE:

(01)=Pertanian/ Agriculture ; (02)=Pertambangan/ Mining ; (03)=Perkilangan/ Manufacturing ; (04)=Utiliti/ Utilities ; (05)=Pembinaan/ Construction ; (06)=Peruncutan/ Retail ; (07)=Pengangkutan/ Transportation ; (08)=Kewangan & Perdagangan/ Finance & Commerce ; (09)=Sosial, Perundangan, Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51% ;

* Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors : Sederhana/ Medium (Jualan/Sales = RM15mil-RM50mil atau/ or Pekerja/Employee = 5-29) ; Kecil/ Small (Jualan/Sales = RM300K-RM15mil atau/ or Pekerja/Employee = 5-29) ; Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pekerja/Employee = <5).

© Perbadanan Produktiviti Malaysia - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/PARTICIPANT'S DETAILS										T. TANGAN/ SIGNATURE	
(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)										PAGI/ AM	PETANG/ PM
12	1. Nama/Name	MURAHMAD FARIDZUAN BIN JAUHAR								PERTAMA/ FIRST	
	2. Jawatan/Designation									KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.									KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector									KELIMA/ FIFTH	
13	1. Nama/Name	LEE WAN LONG								PERTAMA/ FIRST	
	2. Jawatan/Designation									KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.									KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector									KELIMA/ FIFTH	
14	1. Nama/Name									PERTAMA/ FIRST	
	2. Jawatan/Designation									KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.									KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector									KELIMA/ FIFTH	
15	1. Nama/Name									PERTAMA/ FIRST	
	2. Jawatan/Designation									KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.									KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector									KELIMA/ FIFTH	

NOTA/ NOTE:

* (01)=Pertanian/ Agriculture ; (02)=Perombongan/ Mining ; (03)=Perkilangan/ Manufacturing ; (04)=Utiliti/ Utilities ; (05)=Pembinaan/ Construction ; (06)=Peruncutan/ Retail ; (07)=Pengangkutan/ Transportation ; (08)=Kewangan & Perdagangan/ Finance & Commerce ; (09)=Sosial, Perundangan, Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%.

** Sektor Pembuatan/ Manufacturing Sektor: Sederhana/ Medium (Jualan/ Sales = RM15mil-RM50mil atau/ or Pekerja/ Employee = 5-29); Kecil/ Small (Jualan/ Sales = RM300K-RM15mil atau/ or Pekerja/ Employee = 5-74); Mikro/ Micro (Jualan/ Sales = <RM300K atau/ or Pekerja/ Employee = <5).

*** Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors : Sederhana/ Medium (Jualan/ Sales = RM300K-RM20mil atau/ or Pekerja/ Employee = 30-75); Kecil/ Small (Jualan/ Sales = RM300K-RM3mil atau/ or Pekerja/ Employee = 5-29); Mikro/ Micro (Jualan/ Sales = <RM300K atau/ or Pekerja/ Employee = <5).

© Perbadanan Produktiviti Malaysia - Hak Cipta Terpelihara



REKOD KEHADIRAN PESERTA KURSUS/ ATTENDANCE

Tajuk Kursus/ Programme Title

Bengkel Audit Dalam SS

Tarikh/ Date:

25/11/2020

Tempat/ Venue:

Purgen Tech S/B

No. Rujukan Fail:

Jenis Kursus/
Course Type:

Penyelaras/ Coordinator

Unit/ Wilayah:

CRO

KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS

(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)

NO.	KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGAN/ SIGNATURE						
	1. Nama/Name	2. Jawatan/Designation	3. Organisasi/ Organisation	4. Alamat/Address	5. No. Tel/ Tel. No.	6. *Sektor Ekonomi/ Economic Sector	Jantina/ Gender	Status	Kategori Pekerjaan/ Emp. Category	Saiz Organisasi/ Organisation Size	1. Nama/Name	2. Jawatan/Designation	3. Organisasi/ Organisation	4. Alamat/Address	5. No. Tel/ Tel. No.	6. *Sektor Ekonomi/ Economic Sector	
1.	MOHD HANIFA BIN MOHD DALIM	ENGINEER					☒ Lelaki / Male	☐ Bumiputera	☐ Pengurusan/ Management	☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☐ Non-Bumi	☐ Penyalia/ Supervisor	☒ Pekerja/ Employee			
2.	KOO KIM LOONG SIMON	SALES EXECUTIVE					☒ Lelaki / Male	☐ Bumiputera	☐ Pengurusan/ Management	☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☐ Non-Bumi	☐ Penyalia/ Supervisor	☒ Pekerja/ Employee			
3.	ANG JIA JIUN	SALES COORDINATOR					☒ Lelaki / Male	☐ Bumiputera	☐ Pengurusan/ Management	☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☐ Non-Bumi	☐ Penyalia/ Supervisor	☒ Pekerja/ Employee			

NOTA/ NOTE:

(01)=Pertanian/ Agriculture; (02)=Perdagangan/ Trade; (03)=Perdagangan/ Manufacturing; (04)=Utiliti/ Utilities; (05)=Pembinaan/ Construction; (06)=Peruncian/ Retail; (07)=Pengangkutan/ Transport; (08)=Kewangan & Perdagangan/ Finance & Commerce; (09)=Sosial, Perundangan, Pendidikan, Polis, Tentera, NGO, Kepenggunaan, Seni, Kausahawanan, Sumber Manusia, Tanah, Koperasi, Sukan/ Social, Legal, Education, Police, Army, NGO, Consumerism, Arts, Entrepreneurship, Human Resource, Land, Cooperative, Sports; (10)=Sains, Teknologi, ICT/ Science, Technology, ICT; (11)=Lain-lain/ Others.

** Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%

*** Sektor Perindustrian/ Manufacturing Sector: Sederhana/ Medium (Jualan/ Sales = RM15m-RM50m) atau/ or Pekerja/ Employee = 5-20; Kecil/ Small (Jualan/ Sales = RM300K-RM15m) atau/ or Pekerja/ Employee = 5-20; Mikro/ Micro (Jualan/ Sales = <RM300K atau/ or Pekerja/ Employee = <5).

© Peliklanan Produk/ Product Marketing - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGAN/ SIGNATURE			
(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)										PAGI/ AM	PETANG/ PM		
4	1. Nama/Name	TING CHIOU THEN								PERTAMA/ FIRST			
	2. Jawatan/Designation	SALES EXECUTIVE								KEDUA/ SECOND			
	3. Organisasi/ Organisation									KETIGA/ THIRD			
	4. Alamat/Address									KEEMPAT/ FOURTH			
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :								KELIMA/ FIFTH			
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11	
5	1. Nama/Name	LOO TAW WONG								PERTAMA/ FIRST			
	2. Jawatan/Designation	DIRECTOR								KEDUA/ SECOND			
	3. Organisasi/ Organisation									KETIGA/ THIRD			
	4. Alamat/Address									KEEMPAT/ FOURTH			
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :								KELIMA/ FIFTH			
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11	
6	1. Nama/Name	LEE WAH UONG								PERTAMA/ FIRST			
	2. Jawatan/Designation	SALES MANAGER								KEDUA/ SECOND			
	3. Organisasi/ Organisation									KETIGA/ THIRD			
	4. Alamat/Address									KEEMPAT/ FOURTH			
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :								KELIMA/ FIFTH			
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11	
7	1. Nama/Name	YAP KA YEE								PERTAMA/ FIRST			
	2. Jawatan/Designation	SALES MANAGER								KEDUA/ SECOND			
	3. Organisasi/ Organisation									KETIGA/ THIRD			
	4. Alamat/Address									KEEMPAT/ FOURTH			
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :								KELIMA/ FIFTH			
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11	

NOTA/ NOTE:

- * (01)=Pertanian/ Agriculture; (02)=Perombongan/ Mining; (03)=Perkilangan/ Manufacturing; (04)=Utiliti/ Utilities; (05)=Pembinaan/ Construction; (06)=Peruncutan/ Retail; (07)=Pengangkutan/ Transportation; (08)=Kewangan & Perdagangan/ Finance & Commerce; (09)=Bajaj/ Penundangan.
 ** Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%
 *** Sektor Perniagaan/Manufacturing Sector: Sederhana/Medium (Jualan/Sales= RM15mil-RM50mil atau/ or Pekerja/Employee=5-20); Kecil/Small (Jualan/Sales= RM300K-RM3mil atau/ or Pekerja/Employee=5-29); Mikro/ Micro (Jualan/Sales= <RM300K atau/ or Pekerja/Employee= <5).
 Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors: Sederhana/Medium (Jualan/Sales= RM300K-RM3mil atau/ or Pekerja/Employee=5-29); Mikro/ Micro (Jualan/Sales= <RM300K atau/ or Pekerja/Employee= <5).
 @ Peliklanan Produk/Marketing - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGANI SIGNATURE		
(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)										PAGI AM	PETANG PM	
8	1. Nama/Name	MOHD SAIFULLAH BIN MOHAMMED NAWI								PERTAMA/ FIRST		
	2. Jawatan/Designation	TECNICIAN								KEDUA/ SECOND		
	3. Organisasi/ Organisation									KETIGA/ THIRD		
	4. Alamat/Address									KEEMPAT/ FOURTH		
	5. No. Tel/ Tel. No.	No. Faks/Fax :								KELIMA/ FIFTH		
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11
9	1. Nama/Name	CHE KU NUR AIMA BINTI CHE KU MOHD								PERTAMA/ FIRST		
	2. Jawatan/Designation	ASSISTANT SALES MANAGER								KEDUA/ SECOND		
	3. Organisasi/ Organisation									KETIGA/ THIRD		
	4. Alamat/Address									KEEMPAT/ FOURTH		
	5. No. Tel/ Tel. No.	No. Faks/Fax :								KELIMA/ FIFTH		
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11
10	1. Nama/Name	MOHAMMAD FARIDZUAN BIN JAAFAR								PERTAMA/ FIRST		
	2. Jawatan/Designation	WAREHOUSE SUPERVISOR								KEDUA/ SECOND		
	3. Organisasi/ Organisation									KETIGA/ THIRD		
	4. Alamat/Address									KEEMPAT/ FOURTH		
	5. No. Tel/ Tel. No.	No. Faks/Fax :								KELIMA/ FIFTH		
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11
11	1. Nama/Name	PAVITHRAN A/L OANAPAL								PERTAMA/ FIRST		
	2. Jawatan/Designation	STORE KEEPER								KEDUA/ SECOND		
	3. Organisasi/ Organisation									KETIGA/ THIRD		
	4. Alamat/Address									KEEMPAT/ FOURTH		
	5. No. Tel/ Tel. No.	No. Faks/Fax :								KELIMA/ FIFTH		
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09	10	11

NOTA/ NOTE:

(01)=Pertanian/ Agriculture; (02)=Perombongan/ Mining; (03)=Perkilangan/ Manufacturing; (04)=Utiliti/ Utilities; (05)=Pembinaan/ Construction; (06)=Peruncutan/ Retail; (07)=Pengangkutan/ Transportation; (08)=Kewangan & Perdagangan/ Finance & Commerce; (09)=Básial/ Perundangan/ Multinational/ Multinational; (10)=Perdagangan/ Trade; (11)=Lain-lain/ Others
 * Multinational/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%
 ** Sektor Perniagaan/Manufacturing Sector: Sederhana/Medium (Jualan/Sales=RM15m-RM50m) atau/ or Pekerja/Employee=5-20; Kecil/Small (Jualan/Sales=RM5m-RM15m) atau/ or Pekerja/Employee=5-20; Mikro/ Micro (Jualan/Sales=RM300K-RM15m) atau/ or Pekerja/Employee=5-20; Kecil/Small (Jualan/Sales=RM300K-RM15m) atau/ or Pekerja/Employee=5-20; Mikro/ Micro (Jualan/Sales=RM300K-RM15m) atau/ or Pekerja/Employee=5-20
 *** Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors: Sederhana/Medium (Jualan/Sales=RM30m-RM200m) atau/ or Pekerja/Employee=30-75; Kecil/Small (Jualan/Sales=RM30m-RM200m) atau/ or Pekerja/Employee=30-75; Mikro/ Micro (Jualan/Sales=RM300K-RM15m) atau/ or Pekerja/Employee=5-20; Kecil/Small (Jualan/Sales=RM300K-RM15m) atau/ or Pekerja/Employee=5-20; Mikro/ Micro (Jualan/Sales=RM300K-RM15m) atau/ or Pekerja/Employee=5-20

KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGAN/ SIGNATURE		
NO.	Tulislah dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only									Pagi AM	Petang PM	
12	1. Nama/Name	NALINI A/P GOVINDASAMY									Pertama First Kedua Second Ketiga Third Keempat Fourth Kelima Fifth	
	2. Jawatan/Designation	ADMIN										
	3. Organisasi/ Organisation											
	4. Alamat/Address											
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :										
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09		10
	Jantina/ Gender	☐ Lelaki / Male ☒ Wanita / Female ☐ Bumiputera ☒ Non-Bumiputera Kategori Pekerjaan : ☐ Pengurusan/ Management ☐ Penyelia/ Supervisor Saiz Organisasi/ Organisation Size : ☐ Kem/Jab/Agensi ☐ Multinasional/ ☐ Ministry/Dept./Agency ☐ K. Tempatan/ ☐ Besar/ ☐ Local Government ☐ Badan Berkanun/ ☐ Statutory Body ***PKSI/ SME : ☐ Sederhana/ Medium ☒ Kecil/ Small ☐ Mikro/ Micro										
13	1. Nama/Name	SHAMALA A/P BALAN									Pertama First Kedua Second Ketiga Third Keempat Fourth Kelima Fifth	
	2. Jawatan/Designation	OPERATION EXECUTIVE										
	3. Organisasi/ Organisation											
	4. Alamat/Address											
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :										
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09		10
	Jantina/ Gender	☐ Lelaki / Male ☒ Wanita / Female ☐ Bumiputera ☒ Non-Bumiputera Kategori Pekerjaan : ☐ Pengurusan/ Management ☐ Penyelia/ Supervisor Saiz Organisasi/ Organisation Size : ☐ Kem/Jab/Agensi ☐ Multinasional/ ☐ Ministry/Dept./Agency ☐ K. Tempatan/ ☐ Besar/ ☐ Local Government ☐ Badan Berkanun/ ☐ Statutory Body ***PKSI/ SME : ☐ Sederhana/ Medium ☒ Kecil/ Small ☐ Mikro/ Micro										
14	1. Nama/Name	MOHD SHAHRUL ANUAR BIN SAAT									Pertama First Kedua Second Ketiga Third Keempat Fourth Kelima Fifth	
	2. Jawatan/Designation	TECHNICIAN										
	3. Organisasi/ Organisation											
	4. Alamat/Address											
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :										
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09		10
	Jantina/ Gender	☒ Lelaki / Male ☐ Wanita / Female ☐ Bumiputera ☒ Non-Bumiputera Kategori Pekerjaan : ☐ Pengurusan/ Management ☒ Penyelia/ Supervisor Saiz Organisasi/ Organisation Size : ☐ Kem/Jab/Agensi ☐ Multinasional/ ☐ Ministry/Dept./Agency ☐ K. Tempatan/ ☐ Besar/ ☐ Local Government ☐ Badan Berkanun/ ☐ Statutory Body ***PKSI/ SME : ☐ Sederhana/ Medium ☒ Kecil/ Small ☐ Mikro/ Micro										
15	1. Nama/Name	BASKARAN A/L CHANDRA									Pertama First Kedua Second Ketiga Third Keempat Fourth Kelima Fifth	
	2. Jawatan/Designation	TECHNICIAN										
	3. Organisasi/ Organisation											
	4. Alamat/Address											
	5. No. Tel/ Tel. No.	No. Faks/Fax : E-mail :										
	6. *Sektor Ekonomi/ Economic Sector	01	02	03	04	05	06	07	08	09		10
	Jantina/ Gender	☒ Lelaki / Male ☐ Wanita / Female ☐ Bumiputera ☒ Non-Bumiputera Kategori Pekerjaan : ☐ Pengurusan/ Management ☐ Penyelia/ Supervisor Saiz Organisasi/ Organisation Size : ☐ Kem/Jab/Agensi ☐ Multinasional/ ☐ Ministry/Dept./Agency ☐ K. Tempatan/ ☐ Besar/ ☐ Local Government ☐ Badan Berkanun/ ☐ Statutory Body ***PKSI/ SME : ☐ Sederhana/ Medium ☒ Kecil/ Small ☐ Mikro/ Micro										

NOTA:

(01)=Pertanian/ Agriculture; (02)=Pembinaan/ Mining; (03)=Perdagangan/ Manufacturing; (04)=Utiliti/ Utilities; (05)=Pembinaan/ Construction; (06)=Peruncitan/ Retail; (07)=Pengangkutan/ Transportation; (08)=Kewangan & Perdagangan/ Finance & Commerce; (09)=Sosial/ Perundangan.

** Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%.

*** Sektor Perniagaan/Manufacturing Sector: Sederhana/Medium (Jualan/Sales=RM15mil-RM50mil atau/ Pkerja/Employee=75-200); Kecil/Small (Jualan/Sales=RM300K-RM15mil atau/ Pkerja/Employee=5-74); Mikro/ Micro (Jualan/Sales=<RM300K atau/ Pkerja/Employee=<5).

Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors: Sederhana/Medium (Jualan/Sales=RM3mil-RM20mil atau/ Pkerja/Employee=30-75); Kecil/Small (Jualan/Sales=RM300K-RM3mil atau/ Pkerja/Employee=5-29); Mikro/ Micro (Jualan/Sales=<RM300K atau/ Pkerja/Employee=<5).

© Perkhidmatan Produktil Malaysia - Hak Cipta Terpelihara



REKOD KEHADIRAN PESERTA KURSUS/ ATTENDANCE

Tajuk Kursus/ Programme Title

Lean mgmt

Tarikh/ Date :

1-2/12/2020

Penyelaras/ Coordinator

Unit/ Wilayah : GRC

Tempat/ Venue :

Puragen

Rujukan Fail:
Jenis Kursus/
Course Type :

KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS

(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)

NO.	KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGANI/ SIGNATURE					
	1. Nama/Name	2. Jawatan/Designation	3. Organisasi/Organisation	4. Alamat/Address	5. No. Tel/Tel. No.	6. *Sektor Ekonomi/ Economic Sector	Jantina/ Gender	Status	Kategori Pekerjaan/ Emp. Category	Saiz Organisasi/ Organisation Size	1. Nama/Name	2. Jawatan/Designation	3. Organisasi/Organisation	4. Alamat/Address	5. No. Tel/Tel. No.	6. *Sektor Ekonomi/ Economic Sector
1.	CHE KU NUR AIMIA BINTI CHE KU MOTO	ASSISTANT MANAGER					Female									
2.	HAZ MOTO HAIFA B. MOTO DALIM JURUTERA						Male									
3.	TAN YAN KOON TAN YAN KOON SALES EXECUTIVE						Male									

NOTA/ NOTE:

(01)=Pertanian/ Agriculture ; (02)=Perdagangan/ Trade ; (03)=Perdagangan/ Manufacturing ; (04)=Utiliti/ Utilities ; (05)=Pembinaan/ Construction ; (06)=Peruncitan/ Retail ; (07)=Pengangkutan/ Transportation ; (08)=Kewangan/ Finance & Commerce ; (09)=Sosial, Perundangan, Pendidikan, Polis, tentera, NGO, Kepenggunaan, Seni, Keusahawanan, Sumber Manusia, Tanah, Koperasi, Sukan/ Social, Legal, Education, Police, Army, NGO, Consumerism, Arts, Entrepreneurship, Human Resource, Land, Cooperative, Sports ; (10)=Sains, Teknologi, ICT/ Science, Technology, ICT ; (11)=Lain-lain/ Others.

* Sektor Perindustrian/ Manufacturing Sector: Sederhana/Medium (Jualan/Sales=RM15m-RM50m) atau/ or Penerimaan/Revenue > 51% / Foreign Ownership > 51%.

** Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors: Sederhana/Medium (Jualan/Sales=RM3m-RM20m) atau/ or Penerimaan/Revenue > 51% / Foreign Ownership > 51%.

*** Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors: Sederhana/Medium (Jualan/Sales=RM300K-RM15m) atau/ or Penerimaan/Revenue > 51% / Foreign Ownership > 51%.

© Perbadanan Produktiviti Malaysia - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/ PARTICIPANT'S DETAILS										T. TANGANI/ SIGNATURE				
(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)										PAGU/AM				
										HARI/ DAY				
										PERTAMA/ FIRST				
										KEDUA/ SECOND				
										KETIGA/ THIRD				
										KEEMPAT/ FOURTH				
										KELIMA/ FIFTH				
										PERTAMA/ FIRST				
										KEDUA/ SECOND				
										KETIGA/ THIRD				
										KEEMPAT/ FOURTH				
										KELIMA/ FIFTH				
										PERTAMA/ FIRST				
										KEDUA/ SECOND				
										KETIGA/ THIRD				
										KEEMPAT/ FOURTH				
										KELIMA/ FIFTH				
										PERTAMA/ FIRST				
										KEDUA/ SECOND				
										KETIGA/ THIRD				
										KEEMPAT/ FOURTH				
										KELIMA/ FIFTH				
										PERTAMA/ FIRST				
										KEDUA/ SECOND				
										KETIGA/ THIRD				
										KEEMPAT/ FOURTH				
										KELIMA/ FIFTH				
4	1. Nama/Name	NABINI								☒ Lelaki / Male	☒ Wanita / Female			
	2. Jawatan/Designation									☒ Bumiputera	☒ Non-Bumiputera			
	3. Organisasi/ Organisation									☐ Pengurusan/ Management	☐ Penyelia/ Supervisor	☒ Pekerja/ Employee		
	4. Alamat/Address									☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☒ PKS/ SME:		
	5. No. Tel/Tel. No.									☐ K. Tempatan/ Local Government	☐ Besar/ Large	☒ Sederhana/ Medium		
	6. *Sektor Ekonomi/ Economic Sector									☐ Badan Berkanun/ Statutory Body	☐ Mikro/ Micro	☒ Kecil/ Small		
5	1. Nama/Name	SHANWALA D/O BALAN								☒ Lelaki / Male	☒ Wanita / Female			
	2. Jawatan/Designation	Operation Executive.								☒ Bumiputera	☒ Non-Bumiputera			
	3. Organisasi/ Organisation									☐ Pengurusan/ Management	☐ Penyelia/ Supervisor	☐ Pekerja/ Employee		
	4. Alamat/Address									☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☒ PKS/ SME:		
	5. No. Tel/Tel. No.									☐ K. Tempatan/ Local Government	☐ Besar/ Large	☒ Sederhana/ Medium		
	6. *Sektor Ekonomi/ Economic Sector									☐ Badan Berkanun/ Statutory Body	☐ Mikro/ Micro	☒ Kecil/ Small		
6	1. Nama/Name	SAZALINA BINTI SALIMEN								☐ Lelaki / Male	☒ Wanita / Female			
	2. Jawatan/Designation	ADMIN								☒ Bumiputera	☐ Non-Bumiputera			
	3. Organisasi/ Organisation									☐ Pengurusan/ Management	☐ Penyelia/ Supervisor	☒ Pekerja/ Employee		
	4. Alamat/Address									☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☒ PKS/ SME:		
	5. No. Tel/Tel. No.									☐ K. Tempatan/ Local Government	☐ Besar/ Large	☒ Sederhana/ Medium		
	6. *Sektor Ekonomi/ Economic Sector									☐ Badan Berkanun/ Statutory Body	☐ Mikro/ Micro	☒ Kecil/ Small		
7	1. Nama/Name	JOEY TING CHOW BEN JOEY TING CHOW BEN								☒ Lelaki / Male	☐ Wanita / Female			
	2. Jawatan/Designation	Sales.								☐ Bumiputera	☒ Non-Bumiputera			
	3. Organisasi/ Organisation									☐ Pengurusan/ Management	☐ Penyelia/ Supervisor	☒ Pekerja/ Employee		
	4. Alamat/Address									☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☒ PKS/ SME:		
	5. No. Tel/Tel. No.									☐ K. Tempatan/ Local Government	☐ Besar/ Large	☒ Sederhana/ Medium		
	6. *Sektor Ekonomi/ Economic Sector									☐ Badan Berkanun/ Statutory Body	☐ Mikro/ Micro	☒ Kecil/ Small		
	1. Nama/Name									☒ Lelaki / Male	☐ Wanita / Female			
	2. Jawatan/Designation									☐ Bumiputera	☒ Non-Bumiputera			
	3. Organisasi/ Organisation									☐ Pengurusan/ Management	☐ Penyelia/ Supervisor	☒ Pekerja/ Employee		
	4. Alamat/Address									☐ Kem/Jab/Agensi	☐ Multinasional/ Multinational	☒ PKS/ SME:		
	5. No. Tel/Tel. No.									☐ K. Tempatan/ Local Government	☐ Besar/ Large	☒ Sederhana/ Medium		
	6. *Sektor Ekonomi/ Economic Sector									☐ Badan Berkanun/ Statutory Body	☐ Mikro/ Micro	☒ Kecil/ Small		

NOTE: (01)=Pertanian/ Agriculture; (02)=Pertambangan/ Mining; (03)=Pekilangan/ Manufacturing; (04)=Utiliti/ Utilities; (05)=Pembinaan/ Construction; (06)=Peruncitan/ Retail; (07)=Pengangkutan/ Transportation; (08)=Kewangan & Perdagangan/ Finance & Commerce; (09)=Sosial, Perundangan, Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%
 Sektor Pembinaan/ Manufacturing Sector: Sederhana/ Medium (Jualan/Sales = RM15mil-RM50mil atau/ or Pekerja/Employee = 75-200); Kecil/ Small (Jualan/Sales = RM300K-RM15mil atau/ or Pekerja/Employee = 5-74); Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pekerja/Employee = <5).
 Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors : Sederhana/ Medium (Jualan/Sales = RM3mil-RM20mil atau/ or Pekerja/Employee = 30-75); Kecil/ Small (Jualan/Sales = RM300K-RM3mil atau/ or Pekerja/Employee = 5-29); Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pekerja/Employee = <5).
 © Perbadanan Produktiviti Malaysia - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/PARTICIPANT'S DETAILS										T. TANGANI/ SIGNATURE	
										PAGI/ AM	PETANG/ PM
										HARI/ DAY	
8	1. Nama/Name	ANG JIA JIUN								PERTAMA/ FIRST	
	2. Jawatan/Designation	SALES COORDINATOR								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	
9	1. Nama/Name	MOHD SYAFUL ANWAR B SAAT								PERTAMA/ FIRST	
	2. Jawatan/Designation	TECHNICIAN								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	
10	1. Nama/Name	KHO KIM LOOY SUMAN								PERTAMA/ FIRST	
	2. Jawatan/Designation	Sales Executive								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	
11	1. Nama/Name	PAVITTHAN A/L DANAPAL								PERTAMA/ FIRST	
	2. Jawatan/Designation	SALES COORDINATOR								KEDUA/ SECOND	
	3. Organisasi/ Organisation									KELIMA/ FIFTH	
	4. Alamat/Address									KEEMPAT/ FOURTH	
	5. No. Tel/Tel. No.	E-mail :								KELIMA/ FIFTH	
	6. *Sektor Ekonomi/ Economic Sector	[01] [02] [03] [04] [05] [06] [07] [08] [09] [10] [11]								KEEMPAT/ FOURTH	

NOTA/ NOTE:

(01)=Pertanian/ Agriculture ; (02)=Pertambangan/ Mining ; (03)=Perdagangan/ Trade ; (04)=Utiliti/ Utilities ; (05)=Pembinaan/ Construction ; (06)=Peruncitan/ Retail ; (07)=Pengangkutan/ Transportation ; (08)=Kewangan & Perdagangan/ Finance & Commerce ; (09)=Sosial, Perundangan, Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51% ; (10)=Kecilik/ Small ; (11)=Mikro/ Micro

Sektor Perindustrian/ Manufacturing Sector: Sederhana/ Medium (Jualan/Sales = RM15m-RM50m) atau/ or Pekerja/ Employee = 5-29; Kecil/ Small (Jualan/Sales = RM300K-RM3m) atau/ or Pekerja/ Employee = 30-75; Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pekerja/ Employee = <5).

Sektor Perkhidmatan & Lain-lain/ Services & Others Sectors : Sederhana/ Medium (Jualan/Sales = RM3m-RM20m) atau/ or Pekerja/ Employee = 30-75; Kecil/ Small (Jualan/Sales = RM300K-RM3m) atau/ or Pekerja/ Employee = 5-29; Mikro/ Micro (Jualan/Sales = <RM300K atau/ or Pekerja/ Employee = <5).

© Perbadanan Produktiviti Malaysia - Hak Cipta Terpelihara

KETERANGAN PESERTA KURSUS/PARTICIPANT'S DETAILS

(Tuliskan dengan huruf besar dan tandakan (X) pada kotak yang berkenaan sahaja/ Write in capital letters and tick (X) in the applicable box only)

12	1. Nama/Name MUHAMMAD FARIDZUAN BIN JAAFAR	Jantina/ Gender : ☒ Lelaki / Male ☐ Wanita/ Female	Status : ☒ Bumiputera ☐ Non-Bumiputera	Kategori Pekerjaan Emp. Category : ☐ Pengurusan/ Management ☒ Penyelia/ Supervisor	☐ Pekerja/ Employee	PERTAMA/ FIRST Muhammad Faridzuan KEDUA/ SECOND Wahid KETIGA/ THIRD Labith
	4. Alamat/Address	Saiz Organisasi/ Organisation Size : ☐ Kemi/Jab/Agensi Ministry/Dept./Agency ☐ K. Tempatan/ Local Government ☐ Badan Berkanun/ Statutory Body	☐ **Multinasional/ Multinational ☒ Besar/ Large ☐ Mikro/ Micro	***PKSI/ SME : ☐ Sederhana/ Medium ☒ Kecil/ Small		KEEMPAT/ FOURTH KELIMA/ FIFTH PERTAMA/ FIRST KEDUA/ SECOND KETIGA/ THIRD KEEMPAT/ FOURTH KELIMA/ FIFTH
	5. No. Tel/ Tel. No.	No. Faks/ Fax : E-mail :	☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11			
13	1. Nama/Name LIE WAN LONG	Jantina/ Gender : ☒ Lelaki / Male ☐ Wanita/ Female	Status : ☐ Bumiputera ☒ Non-Bumiputera	Kategori Pekerjaan Emp. Category : ☒ Pengurusan/ Management ☐ Penyelia/ Supervisor	☐ Pekerja/ Employee	PERTAMA/ FIRST Lie Wan Long KEDUA/ SECOND Long KETIGA/ THIRD Long
	4. Alamat/Address	Saiz Organisasi/ Organisation Size : ☐ Kemi/Jab/Agensi Ministry/Dept./Agency ☐ K. Tempatan/ Local Government ☐ Badan Berkanun/ Statutory Body	☐ **Multinasional/ Multinational ☒ Besar/ Large ☐ Mikro/ Micro	***PKSI/ SME : ☐ Sederhana/ Medium ☐ Kecil/ Small		KEEMPAT/ FOURTH KELIMA/ FIFTH PERTAMA/ FIRST KEDUA/ SECOND KETIGA/ THIRD KEEMPAT/ FOURTH KELIMA/ FIFTH
	5. No. Tel/ Tel. No.	No. Faks/ Fax : E-mail :	☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11			
14	1. Nama/Name	Jantina/ Gender : ☐ Lelaki / Male ☐ Wanita/ Female	Status : ☐ Bumiputera ☐ Non-Bumiputera	Kategori Pekerjaan Emp. Category : ☐ Pengurusan/ Management ☐ Penyelia/ Supervisor	☐ Pekerja/ Employee	PERTAMA/ FIRST KEDUA/ SECOND KETIGA/ THIRD KEEMPAT/ FOURTH KELIMA/ FIFTH
	4. Alamat/Address	Saiz Organisasi/ Organisation Size : ☐ Kemi/Jab/Agensi Ministry/Dept./Agency ☐ K. Tempatan/ Local Government ☐ Badan Berkanun/ Statutory Body	☐ **Multinasional/ Multinational ☒ Besar/ Large ☐ Mikro/ Micro	***PKSI/ SME : ☐ Sederhana/ Medium ☐ Kecil/ Small		KEEMPAT/ FOURTH KELIMA/ FIFTH PERTAMA/ FIRST KEDUA/ SECOND KETIGA/ THIRD KEEMPAT/ FOURTH KELIMA/ FIFTH
	5. No. Tel/ Tel. No.	No. Faks/ Fax : E-mail :	☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11			
15	1. Nama/Name	Jantina/ Gender : ☐ Lelaki / Male ☐ Wanita/ Female	Status : ☐ Bumiputera ☐ Non-Bumiputera	Kategori Pekerjaan Emp. Category : ☐ Pengurusan/ Management ☐ Penyelia/ Supervisor	☐ Pekerja/ Employee	PERTAMA/ FIRST KEDUA/ SECOND KETIGA/ THIRD KEEMPAT/ FOURTH KELIMA/ FIFTH
	4. Alamat/Address	Saiz Organisasi/ Organisation Size : ☐ Kemi/Jab/Agensi Ministry/Dept./Agency ☐ K. Tempatan/ Local Government ☐ Badan Berkanun/ Statutory Body	☐ **Multinasional/ Multinational ☒ Besar/ Large ☐ Mikro/ Micro	***PKSI/ SME : ☐ Sederhana/ Medium ☐ Kecil/ Small		KEEMPAT/ FOURTH KELIMA/ FIFTH PERTAMA/ FIRST KEDUA/ SECOND KETIGA/ THIRD KEEMPAT/ FOURTH KELIMA/ FIFTH
	5. No. Tel/ Tel. No.	No. Faks/ Fax : E-mail :	☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11			

NOTA/ NOTE:

* * * * *
 (01)=Pertanian/ Agriculture ; (02)=Perkebunan/ Mining ; (03)=Perdagangan/ Manufacturing ; (04)=Utiliti/ Utilities ; (05)=Pembinaan/ Construction ; (06)=Peruncitan/ Retail ; (07)=Pengangkutan/ Transportation ; (08)=Kewangan & Perdagangan/ Finance & Commerce ; (09)=Sosial, Perundangan
 Multinasional/ Multinational = Pemilikan Asing > 51% ; Foreign Ownership > 51%.

... Multinasional/ Multinational = Pemilikan Asing > 51% / Foreign Ownership > 51%
... Sektor Peralatan/ Manufacturing Sector
... **Kecil/Small** (Jualan/Sales = RM300K-RM1.5ml atau/ or Pekerja/Employee= 5-74); **Mikro/ Micro** (Jualan/Sales < RM300K atau/ or Pekerja/Employee < 5); **Sederhana/ Medium** (Jualan/Sales = RM1.5ml-RM50ml atau/ or Pekerja/Employee= 75-200); **Besar/ Large** (Jualan/Sales > RM500K atau/ or Pekerja/Employee > 200)

Sektor Perkhidmatan & Lain-lain

Pekerja/Employee =<5).

Perbadanan Produktiviti Malaysia – Hak Cipta Terpelihara

Perbadanan Produktiviti Malaysia – Hak Cipta Terpelihara



BORANG PENILAIAN KURSUS COURSE EVALUATION FORM

NAMA/ NAME : MOHAMMAD FARIDZUAN BIN JAAFAR
 NO.TEL/ TEL. NO. : 014-9701197 E-MAIL : farezz230895@gmail.com
 ORGANISASI/ : _____
 ORGANISATION : _____

KURSUS/ COURSE: ☐ UMUM (PUBLIC)

☒ PERMINTAAN (IN-HOUSE)

TAJUK KURSUS/ : _____
 COURSE TITLE

TARIKH/ DATE : _____

TEMPAT/ VENUE : PUREGEN OFFICE

ARAHAN : SILA TANDAKAN (X) DI RUANG YANG BERKAITAN

Note: Please tick (X) in the appropriate box

SKALA BAGI PENILAIAN ADALAH SEPERTI BERIKUT:
 The scale for evaluation:

5 = CEMERLANG
 5 = EXCELLENT

4 = SANGAT BAIK
 4 = VERY GOOD

3 = BAIK
 3 = GOOD

2 = SEDERHANA
 2 = FAIR

1 = LEMAH
 1 = POOR

PERKARA		PENILAIAN				
		5	4	3	2	1
1.	PENILAIAN KESELURUHAN KURSUS OVERALL EVALUATION	X				
2.	PENILAIAN KEMUDAHAN KURSUS Urusan logistik (Bilik, Pentadbiran Kursus, Makanan dan Lain-lain Kemudahan) Logistic arrangement (Room, Course Administration, Meals and Other Facilities)		X			
3.	PENILAIAN BAHAN KURSUS (Bahan kursus termasuk Nota, Kajian Kes dan Alat Bantuan Mengajar yang disediakan) Course materials (Note, cases and training aids)	X				

4. PENILAIAN PEMUDAHCARA

No.	PERKARA (ITEMS)	FASILITATOR									
		NAMA: EN. SYUKRI HADAFI					NAMA: <u>TOOTY</u>				
a.	PENGETAHUAN TENTANG SUBJEK Knowledge of subject	5	4	3	2	1	5	4	3	2	1
b.	PENJELASAN FAKTA-FAKTA DAN CONTOH Use of relevant facts and examples	5	4	3	2	1	5	4	3	2	1
c.	KEBOLEHAN MENIMBULKAN MINAT DAN PENGLIBATAN Ability to generate interest and participation	5	4	3	2	1	5	4	3	2	1
d.	GAYA / PERSEMBAHAN Style / Presentation	5	4	3	2	1	5	4	3	2	1

5. ADAKAH OBJEKTIF KURSUS INI TERCAPAI ?
 Are the objectives of this course has been met?

☒ YA/ YES

☐ TIDAK/ NO

Jika tidak, nyatakan sebabnya / If no, please state the reason(s):

6. ADAKAH ANDA BERMINAT UNTUK MENGHADIRI KURSUS AKAN DATANG?
WOULD YOU LIKE TO ATTEND OTHER COURSES IN THE FUTURE?



- | | |
|--------------------------|---|
| ☐ | 1. ICC for Facilitators |
| ☐ | 2. 7 IC Tools for Quality Practitioners |
| ☐ | 3. 7 New IC Tools for Quality Practitioners |
| ☐ | 4. Judging of ICC Presentations |
| ☐ | 5. QE/ 5S Practices for Industries |
| ☐ | 6. QE/ 5S Internal Audit |
| ☐ | 7. Benchmarking Skills and Application |
| ☐ | 8. Cost of Quality for Competitiveness |
| ☐ | 9. TQM for Management |
| ☐ | 10. Six Sigma Improvement Methodology and Tools |
| ☐ | 11. TPM for Managers |
| ☐ | 12. Balance Score Card - Linkage to Business Performance |
| ☐ | 13. Measuring Productivity for Long Term Competitiveness |
| ☐ | 14. Workshop on Company Manual to Productivity Assessment |
| ☐ | 15. Customer Relationship Management |
| ☐ | 16. ISO 14001 EMS |
| ☐ | 17. Supply Chain Management |
| ☐ | 18. Training Management Skills |

- | | |
|-------------------------------------|--|
| ☐ | 19. Effective Training Methodology |
| ☐ | 20. Productivity Improvement Through Work Study |
| ☐ | 21. Waste Reduction Management |
| ☒ | 22. Leadership and Human Relations for Supervisors |
| ☐ | 23. Teambuilding for Productivity Enhancement |
| ☐ | 24. Amalan Kaizen untuk Meningkatkan Kecekapan Proses |
| ☐ | 25. Peningkatan Prestasi Produktiviti untuk Penyelia |
| ☐ | 26. Pengenalan Produktiviti untuk Penyelia |
| ☐ | 27. Strategi Meningkatkan Prestasi Jualan |
| ☐ | 28. Managing Effective Sales Team |
| ☐ | 29. Motivasi dan Kepuasan Bekerja |
| ☐ | 30. Strategi Meningkatkan Kepuasan Pelanggan Untuk Daya Saing Syarikat |
| ☐ | 31. Kemahiran & Aplikasi Penandaarasan untuk Sektor Awam |
| ☐ | 32. ISO 9001:2015 Documentation |
| ☐ | 33. Internal Auditing ISO 9001:2015 |
| ☐ | 34. Understanding and Implementing Risk and Opportunity ISO 9001:2015 |
| ☐ | 35. Lean Management |

7. TIGA IDEA BARU YANG TELAH ANDA PELAJARI SEPANJANG KURSUS
THREE IDEAS THAT YOU HAVE LEARNED DURING THIS COURSE

Berikut
selesai
selamat

8. RANCANGAN TINDAKAN SELEPAS KURSUS
POST-COURSE ACTION PLAN

audit

9. CADANGAN PENAMBAHBAIKAN KESELURUHAN/ SUGGESTION FOR OVERALL IMPROVEMENT

i.		
ii.		
iii.		

10. MAKLUMAT PERIBADI/ PERSONAL INFORMATION

JANTINA /
GENDER

☒ LELAKI /
MALE

☐ PEREMPUAN/
FEMALE

UMUR /
AGE

☒ <25 TAHUN/
<25 YEARS

☐ 26 - 40 TAHUN/
26-40 YEARS

☐ 41-50 TAHUN/
41-50 YEARS

☐ >50 TAHUN/
>50 YEARS

PERINGKAT /
LEVEL

☒ PEKERJA/
EMPLOYEE

☐ PENYELIA/
EXECUTIVE

☐ PENGURUSAN/
MANAGEMENT

KELULUSAN /
ACADEMIC
QUALIFICATION

☒ SIJIL/
CERTIFICATE

☐ DIPLOMA

☐ IJAZAH/
BACHELOR

☐ MASTER/ PhD