

COURSE CONTENT

COURSE DURATION : 10.25 HOURS

Duration	TOPIC
45 minutes	HALAL AWARENESS <ol style="list-style-type: none">1 Pengertian Halal2 Kawasan Kritikal Bahagian Halal<ul style="list-style-type: none">-Polisi Halal-Kesalahan & Tindakan
90 minutes	PRODUCTION <ol style="list-style-type: none">1 Self Introduction2 Locker & Uniform Policy3 On the Job Training Procedure4 Probation Period, Extension, Termination, Confirmation Policy5 Leave Application Policy6 Production Flow
90 minutes	GOOD MANUFACTURING PRACTICES (GMP) <ol style="list-style-type: none">1 Introduction to GMP2 DO & DON'T dalam Kawasan Kilang3 Amalan Pencucian Tangan4 Standard Pemakaian Pakaian Seragam5 Turutan Amalan Memasuki Kawasan Kilang6 Standard Penggunaan Bakul7 Kawalan Makhluk Perosak
150 minutes	OSH INDUCTION <ol style="list-style-type: none">1 CCK's Occupational Safety & Health Policy Statement2 CCK's Safety and Health Committee Organization3 General Duties of Employees At Work4 Personal Protection Equipment (PPE)5 Noise at Workplace6 Knife Safety7 Slips, Trips, and Falls8 Machine Safety9 Safe Handling of Chemicals Hazardous to Health10 Eye Safety11 Ammonia Safety12 Biological Hazard13 Cold Stress14 Electrical Safety15 Manual Handling Safety16 Ladder Safety

	<ul style="list-style-type: none"> 17 Forklift Safety 18 Accident / Incident / Hazard Reporting 19 Emergency Preparedness and Response 20 Fire Safety 21 Smoking Policy
180 minutes	<p>EMPLOYEE HANDBOOK</p> <ul style="list-style-type: none"> 1 Introduction to Employee Handbook 2 Terms & Conditions of Employment 3 Employee Remuneration & Benefits 4 Leave Entitlement 5 Occupational Safety & Health 6 Miscellaneous 7 Amendment of Company Terms & Condition
60 minutes	<p>Target 2024: Pemahaman KPI & Impak Terhadap Prestasi</p> <ul style="list-style-type: none"> 1 Pengenalan Kepada Hasil Pembelajaran 2 Memahami Target 2024 3 Mencapai Matlamat 2024 Melalui KPI 4 Impak KPI 2024 terhadap prestasi Individu 5 Penegasan Hasil Pembelajaran 6 Ujian Personaliti