

Session Planning

Name & Date	Dennis Loo 24/2/2025
Program Title	Maintenance Procedure (Teknik Kerja)
Learning Outcome	Upon Completion of this program, participants will be able to apply to Maintenance procedure (Teknik kerja)

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	Introduction			1 min
	Learning outcome		Power Point	1 min
Body	Module 1 Maintenance schedule Type of work <ul style="list-style-type: none"> • Repair • Maintenance • Emergency Repair Downtime <ul style="list-style-type: none"> • Cause of downtime 	Lecture		16 min
	Module 2 Procedure Pre-& post Machine inspection Tools reconciliation Cross contamination Sign off release equipment	Lecture		16 min
	Module 3 Documentation <ul style="list-style-type: none"> • Service Report • Operation checklist • Calibration • Genset • Monthly facilities 	Q & A Demo		20 min
Conclusion	Summary			1 min
	Learning Outcome			1 min
Exit Criteria	Phase 1 & 2 Assessment			15 min