

#Public Training/Workshop#

# POKA YOKE

## “Achieving ZERO Defects in Production Operation”

*“The Art Of Adventure For Lifelong Learning”*



### Introduction

Poka-Yoke is a fool proofing technique, which is the basis of the Zero Quality Control (ZQC) approach. Generally this technique is used in manufacturing process but has much wider uses, such as; offices - order and invoice processing, hospitals - drug dispensing, aircraft maintenance, engineering , oil & gas - particularly with processes having the potential of catastrophic in-service failures.

The term Poka-Yoke is Japanese and can roughly be translated as mistake or fool proofing. It is derived from 'Poka' - inadvertent mistake and 'yoke' - avoid. Of course, the concept of fool proofing processes and mechanical devices has been around for many years (e.g. see photographs of floppy disk drive and electrical plugs) but it was the Japanese Matsushita Industrial Engineer Dr. Shigeo Shingo who was probably most prominent and influential in developing it into a technique. He turned the idea into a powerful approach for eliminating mistakes and achieving zero defects.

### Learning Objectives

- ◆ Understand and implement the “Poka-Yoke” methodology
- ◆ Understand and practically employ the basic techniques associated with Poka-Yoke.
- ◆ Identify where Poka-Yoke can be used for best effect
- ◆ Coordinate and motivate the Poka-Yoke team to provide real, tangible solutions to what appear to be intractable production, engineering & quality problems.

### Method of Delivery

Power-point presentation.  
Classroom facilitated discussions.  
Small group exercises.  
Case studies and individual exercises.

### Tarikh:

26-27 Sept 2017

### Durasi:

2 days (9am - 5pm)

### Bahasa:

Bahasa Malaysia

### Tempat:

Vistana Hotel, KL

### Trainer:

Ms. Tooty

# COURSE OUTLINE

## Day 1

- **Session 1 (Day 1) : Training Module**
- POKA-YOKE Methodology & Objective
- Zero Defect & Poka-Yoke activity
- Achieving ZD through POKA-YOKE
- A Successful Modern Factory. Surviving in hostile business environment.
- All about Defects & Errors
- Know the different of kind of ERRORS. Understand whether ERRORS are avoidable and is Sampling is the best method for quality improvement.
- Know the Different kind of Defects and Learn the 3 important strategies in achieving ZERO Defects.
- Understand the 5 (five) elements of Production and Sources of Defects.
- All about POKA YOKE
- Understanding of 5 BEST Poka Yoke method
- Poka Yoka Basic Functions & Hints
- Detection Devices use with Poka Yoke in Process / Production
- 7 Guidelines to Poka Yoke Attainment & 3 Rules of Poka Yoke
- See the most Typical Examples of Poka Yoke. (we have 240 examples to share)
- Making it ZD Program Happen
- Setting Up Zero Defect Team : Use proper ZD Improvement Form for documentation. Learn the importance of Zero Defect bulletin board.

## Day 2

- Gemba Taiken
- Note : Practical Session. Actual Data & Gemba Walk, participants to provide data, photos and process flow. etc.
- Learning Making Simple Poka-Yoke (ZD) Device
- Simplicity & Creativity. Achieving ZD without incurring high cost
- Practical Activity - (Note : This activity will only make possible if company allows actual production / process evaluation)
- STEP 1 : Identifying Problems (actual data analysis). To ensure actual root cause has been identified. If 8D is being practiced, the most reoccurring problem will be chosen
- STEP 2 : GEMBA Monitoring. Learn to use IE Analysis to identify root cause
- STEP 3 : Identifying POKA YOKE. Implement Interim method before POKA YOKE realization. Understanding Cost Factor in POKA YOKE
- STEP 4 : Data collection for confirmation.
- STEP 5 : Standardization for ZD

### Target Audience : Manufacturing & Engineering

Production  
Quality,  
Engineers  
Technical  
Any individual who wish to learn Pokayoke and its tools.  
Applicable to Admin & Services .

### Program Schedule

Registration	8.30am
Morning Session	9.00am - 10.30am
Morning Break	10.30am - 10.45am
Lunch	1.00pm - 2.00pm
Afternoon Session	2.00pm - 3.30pm
Afternoon Break	3.30pm - 3.45pm
End	5.00pm



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# Registration Form

## POKA YOKE

Date : 26-27 Sept 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

**RM 1480 Per Pax (Normal Price)**

**GROUP REG: RM 1,110 PER PAX!!**

(UPON MINIMUM 4 PAX's REGISTRATION— T&C APPLY)

**Or Single Reg: RM 1,184 PER PAX**

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### PARTICIPANT'S NAME :

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

(Authorization (Signatory must be authorized on behalf of the company )

### Person In Charge:

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department : \_\_\_\_\_

DL: \_\_\_\_\_ Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is **invalid** without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

### 4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. ( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

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6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn. Bhd.**

**COMPANY STAMP**



## PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2								7 - 8.				
Writing Good Business Documents & Reports	2	11 - 12.						11 - 12.					
Professional Grooming	2		22 - 23									3 - 4.	5 - 6.
Microsoft Excel Training (Intermediate)	2				11 - 12.								
Microsoft Excel Training (Advance)	2				11 - 12.								
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							4 - 5.
Awareness On Rigging & Slings Training	2			8 - 9.							10 - 11.		
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									1 - 2.
Poka Yoke - Achieving Zero Defects in Production Operation	2									26 - 27			
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				12 - 13.			

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