

Follow Good Manufacturing Practices (Blended) MF-COM-101E-1

Code: FGMP

Duration: 8 Hours

Synopsis:

This module is developed to enable learners to acquire knowledge and skills to follow the guidelines that provide a system of processes, procedures and documentation to define how manufacturing or process environment can achieve quality products.

Course Objective:

On completion of this module, learners will be able to apply Follow Good Manufacturing Practices when carrying out daily tasks at their workplaces.

Course Outline:

The knowledge and skills covered in this module include:

Skills:

- Follow standard operating procedure requirements
- Follow contamination control procedures
- Report and record abnormalities

Knowledge:

- Good manufacturing practice requirements
- Purpose of a standard operating procedure
- Types of standard operating procedures in manufacturing facility
- Consequences of failure to follow a standard operating procedure
- The importance of observing personal hygiene
- Types of contaminants
- Importance of cleaning
- Types of equipment
- Types of cleaning methods
- Types cleaning materials
- The importance of maintaining cleaning work records
- Types of abnormalities
- Status of work activities
- The importance of maintaining complete and accurate records

For Whom:

Suitable for operational level.

Entry Requirements:

Participants are assumed to:

- Have a basic knowledge of the Singapore Workplace Safety and Health requirements;
- Have received safety training related to a manufacturing or process plant;
- Have basic competencies in handling common hand tools;
- Have basic understanding of personal hygiene;
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This module is conducted in English.

Training Methodology:

This module is delivered through e-learning, lectures, group activities and demonstration.

Assessment Methodology:

Practical and oral/written assessments are conducted at the end of the training module.

Certification:

An individual who completes a module will be awarded a Statement of Attainment (SOA).