

**REGISTRATION FORM: ONE DAY COURSE ON ENTERPRISE RISK MANAGEMENT AND BUSINESS CONTINUITY**



Name(s)	Membership No. / Grade	Fees (RM)
Sub Total:		
6% GST Added:		
Total Amount Payable:		

**ONE DAY COURSE ON ENTERPRISE RISK MANAGEMENT AND BUSINESS CONTINUITY MANAGEMENT**

**Speaker:**  
**Ir. GARY LIM ENG HWA**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_ Tel(O): \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
(Please write clearly as the "Information Update will be sent via email")

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

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

**PAYMENT DETAILS**

- Cash RM \_\_\_\_\_
- Cheque no. \_\_\_\_\_ for the amount of RM \_\_\_\_\_ (non-refundable) and made payable to "THE INSTITUTION OF ENGINEERS, MALAYSIA" and crossed "A/C Payee Only".

**Terms & Conditions:**

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u – Personal Saving & Personal Current ; Credit Card - Visa/Master.
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION
- For online registrations, please note that **payment MUST be made before the closing date** at the latest.
- If payment is not received and verified within the stipulated time, the registration fee will be reverted to the normal registration fee.
- **FULL PAYMENT** must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as

<b>Date</b>	<b>:</b>	<b>15<sup>TH</sup> June 2016, Wednesday</b>
<b>Time</b>	<b>:</b>	<b>9.00a.m – 5.00p.m</b>
<b>Venue</b>	<b>:</b>	<b>Wisma IEM, C&amp;S Lecture Room, Second Floor and TUS Lecture Room, Second Floor</b>

**Organized by:**  
**The Institution of Engineers, Malaysia**  
Building Services Technical Division

**REGISTRATION FEES (GST NOT INCLUDED)**

Grade	Online Fee	Normal Fee
Student Member	RM 150.00	RM 180.00
Graduate Member	RM 250.00	RM 300.00
Corporate Member	RM 400.00	RM 450.00
Non IEM Member	RM 550.00	RM 600.00

**Closing Date: 8<sup>th</sup> June 2016**

**BEM Approved CPD/PDP Hours: 7**  
**Ref. No.: IEM16/HQ/165/C**

**6% GST WILL BE IMPLEMENTED EFFECTIVE 1<sup>ST</sup> APRIL 2015**

## **LEARNING KEY OUTCOME**

At the end of the training course, participants would be able to:

### Enterprise Risk Management

1. Understand the ISO 31000 Risk Management Standard Framework and Process, its terminology in respect to risk
2. Know that risk is defined in the ISO 31000 as effect of uncertainty on objectives hence able to compile the full range of risk, risk level, risk treatment and the controls to mitigate to tolerable residual risk
3. Determine the Cost Benefit Analysis (CBA) hence the risk level would only reach As Low As Reasonably Practicable (ALARP)

### Business Continuity Management

1. From the Risk Register compiled from the ERM section, identify the risks which requires Business Continuity Management
2. Know the various international Business Continuity Management Standards
3. Conduct Business Impact Assessment (BIA) and establish the Maximum Tolerable Downtime (MTD)
4. Formalize the Recovery Objectives and document the Business Continuity Plan
5. Conduct test on the BCP to ensure its effectiveness

8.30am	Registration & Introduction
9.00am	Various International Risk Management Standards
9.30am	Definition of Risk from the various standards – ISO31000 Standard
10.15am	Step by step implementation of ISO 31000- Framework of Corporation
10.45am	Tea Break
11.00am	Risk Assessment Procedure and compile Risk Register
11.45am	Risk Matrix of 5 x 5 – Risk Level
12.30pm	Lunch
1.30pm	Various International Business Continuity Standards
2.45pm	Establish Maximum Tolerable Downtime (MTD), Recovery Time Objective (RTO), Recovery Strategy of Hot, Warm, Cold Site
3.30pm	Tea Break
3.45pm	Preparation – Before/During/After the Identified Business Interruptions
5.30pm	End of session

### **FOR FURTHER DETAILS, PLEASE CONTACT:**

Building Services Technical Division  
c/o The Institution of Engineers, Malaysia  
Bangunan Ingenieur, Lots 60/62, Jalan 52/4, P.O. Box 223 (Jalan Sultan)  
46720 Petaling Jaya  
Tel: 603-7968 4014 Fax: 603-7957 7678  
E-mail: [shamalah@iem.org.my](mailto:shamalah@iem.org.my) Website: [www.myiem.org.my](http://www.myiem.org.my)

## **SPEAKER**

**Ir. GARY LIM ENG HWA**

**BE(Mech.) NZ, Mgt Dip. FIEM, P.Eng, Asean Eng, APEC Eng, Int PE(My)**

Ir. Gary Lim is an experienced and qualified Professional Engineer with over 20 years of manufacturing experience in these areas; Industrial Engineering (Work Study), Project Management, Maintenance, Production and Factory Management. The 20 years of his work spanned over various industries namely industrial chemicals, dairy products, jam, sauces, chocolates, confectionnaires, industrial gases (liquid nitrogen, oxygen, argon, etc), blow moulding of plastic containers and paint manufacturing (highly fire hazardous).

His last 11 years of his working experience was with a multinational insurance company where he received further training in the area of Fire Engineering from an insurer perspective, started as the Risk Engineer and retired as the Risk Manager of the MNC insurer. He attended a course from HSB Industrial Risk Insurers at Hartford, United States of America on the Implementing The Concepts of Industrial Fire Control in August 1998. He also attended The Insurance School (Non-Life) of Japan Advance Course on Risk Management in year 2008 and was presented a Diploma.

Gary had conducted numerous risk management surveys of various industries from wafer plant to power plants. Currently, a council member and committee member of the Building Services Technical Division and member of the Fire Advisory Board of the Institution of Engineers, Malaysia. He has a degree in Mechanical Engineering from the University of Canterbury, New Zealand and a Management Diploma from New Zealand. He is a Professional Engineer registered with the Board of Engineers, Malaysia and a Fellow of the Institution of Engineers, Malaysia (IEM). He spoke in many public seminars both for the insurance industry, Malaysia Fire Protection Association and the Institution of Engineers, Malaysia.

### **Personal Data Protection Act**

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.