



Understanding & Awareness of Responsible Business Alliance (RBA) Version 7.0

12-13 January 2021 (Tuesday-Wednesday), 9.00 am – 5.00 pm

Hotel Equatorial Penang

1, Jalan Bukit Jambul, 11900 Bayan Lepas, Penang.

Program Overview:

The Responsible Business Alliance (RBA) is a Business Code of Conduct that establishes standards to ensure that working conditions in the electronics industry, or industries in which electronics are a key component, and its supply chains are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically. Fundamental to adopting the RBA Code is the understanding that a business, in all of its activities, must operate in full compliance with the laws, rules, and regulations of the countries in which it operates. RBA also encourages companies to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility and business ethics. Compliance to RBA requirements benefits the company with stable and motivated workforce; and potential business opportunities with major Multi-National Corporations (MNC) that subscribes to RBA Code of Conduct as their CSR & Sustainability program.

Who Should Attend:

- ✓ Buyers, Materials, Procurement Officers / Managers;
- ✓ Production Engineers / Supervisors / Managers;
- ✓ Customer Services Staff, Program Managers;
- ✓ HR staff / HR Managers / Safety Personnel;
- ✓ CSR Compliance Audit team, Quality System staff;
- ✓ EHS Personnel.

**HRDF Claimable
Under SBL Scheme***

Expected Learning Outcome:

At the end of the program, participants should be able to:

- Identify differences between RBA version 6.0 vs RBA version 7.0;
- Understand the Governance and Operations of RBA;
- Comprehend RBA framework and Code of Conduct;
- Requirement for RBA audits and conformance;
- Realize the importance of RBA conformance and impact to business.

Methodology:

Interactive lectures and assignments workshop with practical approach.

Program Outline

Day 1

- The formation of Responsible Business Alliance (RBA);
- The Framework of RBA Code of Conduct version 7.0;
- Requirements to participate in RBA membership and programs;
- The requirements for each RBA elements*
 - Labor – Total of 7 Elements
 - Health & Safety – Total of 8 Elements
 - Environmental – Total of 8 Elements

Day 2

- The requirements for each RBA elements* (continued)
 - Ethics – Total of 8 Elements;
 - Management Systems – Total of 12 Elements
- RBA audits requirements
 - Validated Audit Process (VAP)
 - VAP Classifications
- Benefit of conformance and Risks for non-conformance
 - Correct Action Plan (CAP) Management
- Some Industry cases of violations of RBA code of conduct version 7.0

***Note: Case studies and practical exercise will be carried on some of the key elements to identify potential risk factors and familiarize the RBA Code of Conduct Version 7.0**

*Please note that this is a **Public** program. According to HRDF Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** are allowable for training grant claim under SBL Scheme.

Course Leader

Mr. Robert Rao graduated from Universiti Malaya (University Malaya Continuous Education Centre) and was a DOSH registered competent Occupational Safety and Health Officer after completed studies in NIOSH.

He is also a member of Human Factor & Ergonomic Society of Malaysia. Now he is practicing as full time Safety & Health Consultant specialized in Social Responsibility Compliance, despite being a trainer on numerous topics on EHS.

Robert also is a freelance auditor for Social Responsibility Audits especially for RBA (EICC) and Sedex (SMETA P1 & P2), systems audits on ISO14001, ISO 45001 & OHSAS18001. He has 21 years of experience in the field of Occupational Safety, Health and Environmental Management and also Human Resources. He has worked in few manufacturing companies (MNC) during his working years and through his consulting engagements, he had clients from various industries; e.g. hotels, health care, manufacturers on rubber, electronics, petrochemical, food, metal, paper & etc. Throughout the years, he has accumulated the skills and knowledge, which is more to hands on and has made him very resourceful to his clients.

He has a track record of setting up Safety and Health Management Systems for companies and has conducted numerous trainings on Safety & Health Management, Social Audit Compliance on various industrial standards (e.g. RBA (formerly known as EICC), BRC, SMETA, ETI, BSCI, FLA & etc), Chemical Safety, Emergency Response Planning, Safety & Health Awareness, Forklift Safety, Behavioral Based Safety and so on. Apart from EHS based trainings, Robert also had conducted several Kaizen based trainings cum improvement projects on TPM, 5S and Lean Supply Chain in Safety. He also had developed his customized module on Safety & Total Productive Maintenance (STPM).

In the past 15 years, as a trainer and consultant, Robert had assisted more than 80 companies in setting up safety and health committees and developed EHS programs for legal & social audit compliance in various sectors. Almost 170 over companies had benefited from his training and consultancy services in various aspects of EHS Management, e.g. legal liaison, practical based trainings, setting up safety management systems & etc.

(I) Professional Expertise

- JKPP/DOSH Reg. No: JKPP IS 127/438/2/2496*(for past working experience reference only)
- Member of Human Factor & Ergonomic Society of Malaysia (#0144)
- ISO9001:2015 Lead Auditor, CQI & IRCA Certified
- ISO14001:2015 Lead Auditor, CQI & IRCA Certified
- OHSAS18001:2007 Lead Auditor, CQI & IRCA Certified
- ISO45001:2018 Lead Auditor, CQI & IRCA Certified
- RBA Labor & Ethics Lead Auditor, CQI & IRCA Certified
- Sedex (SMETA 2-Pillar & 4-Pillar) Associate Auditor, AGC

(II) Expertise

- Compliance with OSHA 1994, FMA 1967, EQA 1974 & Its Regulations
- Globally Harmonized System (GHS) & CLASS Regulations 2013
- Accident Investigation & NADAPOD Reporting
- Corporate Social Responsibility – Social Compliance of various code of conducts (e.g. SMETA, BSCI, ETI, FLA, ICTI, RBA / EICC & etc)
- Environmental Aspect & Significant Impact Assessment
- 3R – Reduce, Reuse & Recycle Program Development
- Green House Gas (GHG) Emission & Carbon Footprint Reporting
- Energy Assessment (Energy Audit for Suruhanjaya Tenaga)
- Storm Water Pollution Prevention Plan (SWPPP) Development
- Hazard Identification, Risk Assessment & Control (HIRAC)
- Risk Assessment on Plant & Machinery (Properties)
- Chemical Safety – Safe Handling & Spill Control
- Machine Guarding Safety Assessment
- Forklift & Stacker (Reach Truck) Safety
- Overhead Crane & Hoisting Safety
- Ergonomics & Physical Demand Tasks Risk Assessment & Training
- Lock Out Tag Out (LOTO)
- Emergency Response Team Formation & Training
- Systematic Set-up of Safety & Health Committee
- Behavioral Based Safety Program Development & Training
- Kaizen on Safety (5S, LSC & Total Productive Maintenance)

**Closing Date for Registration:
05 January 2021**

flexiEdge Training PLT
Shoplot No. 9, Ground Floor,
Hotel Equatorial Penang,
1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

Investment / Participation Fees

RM 901.00 (inclusive 6% SST) per participant

REGISTRATION FORM

Understanding & Awareness of Responsible Business Alliance Version 7.0



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1, Jalan Bukit Jambul, 11900 Bayan Lepas, Penang.

No.	Name of Participant(s)	Designation	*Self-Sponsored? (please tick ✓)	Vegetarian? (please tick ✓)
1				
2				
3				
4				
5				
6				

Registration Submitted By:

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

Payment: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for _____ () participant(s), crossed and made payable to

“flexiEdge Training PLT” OR

Bank in / transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip to

administrator@flexiedge.com.my

****For self-sponsored participant(s), registration will only be guaranteed if full payment is received before program.***

Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my or through fax to 04-646 8377.

For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355

Terms and Conditions

- Fees are inclusive of program kits, refreshments and lunch and certificate of attendance.
- Program confirmation will be given through email before the program date.
- (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.
(b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, **only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day(s) shall be fully billed. No refund if participant/ replacement does not turn up on the training day(s).**
- flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

Visit us at www.flexiedge.com.my

****Please note that this is a Public program. According to HRDF Guidelines, for Public program, up until maximum of nine (9) registered participants are allowable for training grant claim under SBL Scheme.***