

Application of Microsoft Excel in Asset Maintenance Management Course

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A course on Application of Microsoft Excel in Asset Maintenance Management was organized on January 19, 2015 by the Sektor Pengurusan dan Perkhidmatan Sains (FSMP). It was conducted in the Computer Learning Lab and facilitated by Pn. Jenifer L. Rolland (Science Officer, FSMP).

The course emphasized on the retention of records by using MS Excel software to facilitate mobile asset maintenance management in FSMP. This is in line with the requirements of MS ISO 9001: 2008 Property Management System UMS. In addition to strengthening the understanding of the management of movable assets in UMS, the course also provided an opportunity for the participants to learn and apply the software practically in their daily work.

The most important output of this course was the development of maintenance forms such as the KEW.PA-13 (Senarai Aset Alih yang Memerlukan Penyelenggaraan), KEW.PA-13a (Jadual Penyelenggaraan Berkala Aset Alih) and KEW.PA-14 (Daftar Penyelenggaraan Aset Alih) in MS Excel format for easy management and record keeping.