

## **We provide expert Consultancy services in the following fields**

- ☞ Human Resource Management
- ☞ Customer Care / Marketing / Sales
- ☞ Supply Chain / Materials Management
- ☞ Factory / Plant / Process Operations
- ☞ Machinery Installation, Repairing & Maintenance
- ☞ Quality Management
- ☞ Energy Saving Projects
- ☞ Security
- ☞ Fire Prevention
- ☞ Health & Safety
- ☞ Environmental Management
- ☞ Finance Management
- ☞ Metrology & Calibration

### **HUMAN RESOURCE MANAGEMENT**

- ❖ Preparation of Job Descriptions / Specifications
- ❖ Recruitment, Selection & Interviewing
- ❖ Training Needs Identification
- ❖ Evaluation of Training.
- ❖ Designing of Training Programmes
- ❖ Preparation of Grievance Handling Procedures
- ❖ Preparation of Management Systems based on Reward
- ❖ Employee Counselling
- ❖ Undertaking Disciplinary Inquiries:
  - ☞ Preliminary Investigations
  - ☞ Domestic Inquiries
  - ☞ Advice on Preliminary Investigations.

### **CUSTOMER CARE / MARKETING / SALES**

- ❖ Preparation of Customer Care Service Standards & Process Implementation
- ❖ Customer Services
- ❖ Preparation of Sales Plans & Marketing Plans
- ❖ Guiding Sales Teams
- ❖ Territorial Sales Improvement assignments
- ❖ Guiding Dealers & Distributors of fast-moving Consumer Goods

### **SUPPLY CHAIN / MATERIALS MANAGEMENT**

- ❖ Eliminating waste through application of Toyota Management System to your Stores, Warehouse, Procurement & Transport sections.
- ❖ Preparation of Supply/ Procurement/ Stores & Warehouse Procedures for your organization.
- ❖ Converting disorganized stores/warehouses into state-of-the-art profit yielding stores/warehouses
- ❖ Converting your empty buildings into stores or warehouses
- ❖ Installation & commissioning of stores/warehouses

### **FACTORY / PLANT / PROCESS OPERATIONS**

- ❖ Factory / Plant Level productivity improvement projects
- ❖ Method study, Work measurement and elimination of non-value added activities
- ❖ Application of lean concepts to your Factory/ Plant Assessing how far you can go with available resources
- ❖ Process automation to improve Productivity

### **MACHINERY INSTALLATION, REPAIRING & MAINTENANCE**

- ❖ Implementation of TPM
- ❖ Machine fabrications, modifications & machinery installation
- ❖ Troubleshooting, Repairing & Maintenance of
  - ☞ Boilers / Pressure vessels
  - ☞ Air conditioning / Refrigeration units
  - ☞ Pneumatics & Hydraulics control systems

### **QUALITY IMPROVEMENT**

Factory / Plant level quality improvement projects

- ❖ 5-S Implementations Projects
- ❖ Providing Consultancy to secure
  - ☞ SLS Certification
  - ☞ ISO 9001 Quality Management System Certification
  - ☞ ISO 14001 Environmental Management Systems Certification
  - ☞ OHSAS 18001 Occupational Health & Safety Management System Certification
  - ☞ ISO 22000 HACCP System Certification

### **ENERGY MANAGEMENT**

- ❖ Energy audits - - walk-through audits / detailed audits
- ❖ Energy conservation in industrial combustion systems
- ❖ Energy conservation and performance improvement of Boilers, Steam distribution systems, Compressors & Pumping Systems

## SECURITY

- ❖ Security Survey
- ❖ Security Audits
- ❖ Contingency Planning
- ❖ Evacuation Procedures
- ❖ Security Planning
- ❖ Security System Documentation
- ❖ Disciplinary Inquiries
- ❖ Identification of Fire Arms, Ammunition, Explosives, Offensive Weapons, Sources of Ignition, Drugs & Poisons etc. and investigation of their uses and abuses.
- ❖ Intruder Detection Systems.

## FIRE PREVENTION

- ❖ Fire safety - General & Electrical
- ❖ Installation of fire fighting systems
  - ☞ Location of portable fire fighting equipment
  - ☞ Wet & Dry Hydrant systems
- ❖ Fire detection - Installation & maintenance
  - ☞ Smoke detection systems
  - ☞ Flame detection systems
  - ☞ Heat detection systems(Trouble shooting & maintenance of electronic fire-fighting systems)
- ❖ Fire evacuation plans
- ❖ Selection of assembly points
- ❖ Fire drills
- ❖ Evacuation of fire drills
- ❖ Training of fire-fighting teams

## HEALTH & SAFETY

- ❖ Health & safety audit
- ❖ Risk assessment for hazard signification
- ❖ Compliance audits
- ❖ Implementation of safety management systems conforming to OHSAS 18001

## ENVIRONMENTAL MANAGEMENT

- ❖ Environmental impact assessment studies
- ❖ Environmental Audits
- ❖ Measuring of emission levels  
[Noise, dust, waste water and air quality]
- ❖ Providing solutions to effluent disposal problems to satisfy government regulations

## FINANCE MANAGEMENT

- ❖ Turning around companies that do not perform well - *our speciality*
- ❖ Streamlining of day-to-day financial management to enhance your performance
- ❖ Optimizing your resource utilization
- ❖ Specialized in the small / medium & large manufacturing & production organizations with special reference to Hospitals, International Schools, Hotels, Garment factories & Printing presses.

## METROLOGY & CALIBRATION

- ❖ Training staff on measurement, calibration and equipment maintenance
- ❖ Issuing of certificate of conformity to ISO 17025
- ❖ Preparation of calibration procedures and equipment maintenance manuals

Mr. M. A. Justin  
Chairman/Managing Director

### Inquiries:

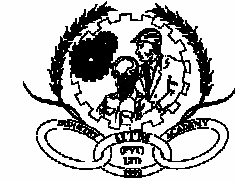
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# INSTITUTE OF INDUSTRIAL TECHNO-MANAGEMENT (PVT) LTD



## Consultancy Services Division of IITM

Provides services to diverse industry  
sectors for enhancement of  
performance

&

Helps organizations develop  
innovative solutions of high value to  
achieve excellence



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