

SCHEDULE
(Regulation 17)

**RECORD FORM FOR LABOUR-MANAGEMENT CONSULTATION
AND COOPERATION COMMITTEES (LMCs)**

1 - Administration

Name of Employer:

Registered Office of Employer:

Number of workers:

Location of the Committee:

2 - Employment Relationships

- (a) Do you have a LMC?
- (b) When was it established?
- (c) How many LMC members are there?
- (d) Did you have any accredited training for LMC members?
- (e) How many members attended the training?
- (f) When was the training conducted?
- (a) Who conducted the training?
- (b) How many meetings did you have in the last quarter?
- (c) How many times did you discuss the items listed below in the last quarter-
 - 1. Dismissal –
 - 2. Disadvantaged –
 - 3. Discrimination –
 - 4. Sexual Harassment –
 - 5. Duress –
 - 6. Others-
- (d) How many strikes did you have for this period?
- (e) How many lockouts did you have for this period?

- (f) Did you have any training on the Employments Relations (ER) Promulgation?
- (g) If yes, how many attended the training?
- (h) What other comments do you wish to make?

3 – Productivity Improvement

- (a) Did you have any productivity training for your LMC members?
- (b) How many members attended the training?
- (c) When was the training conducted?
- (d) Who conducted the training?
- (e) Tick the system and process improvement methods used within your enterprise or organization -
 - 1. Balanced Scorecard –
 - 2. Benchmarking –
 - 3. Business Process Re-engineering (BPR) –
 - 4. Business or Service Excellence –
 - 5. Five S's (5S) –
 - 6. Green Productivity -
 - 7. ISO Quality Management System –
 - 8. Just-In-Time (JIT) -
 - 9. Knowledge Management (KM)-
 - 10. Quality Circle Concept (QCC) and/or Innovative Quality Circle Concept (IQC)
 - 11. Six Sigma -
 - 12. Total Quality Management (TQM) –
 - 13. Others -
- (f) Do you have an OHS Policy?
- (g) Do you have an OHS Committee?
- (h) Has any OHS training conducted in your enterprise/organization?
- (i) Tick the work planning style you are using?
 - 1. Individual Work Plan –

2. Business Plan –
3. Corporate Plan –
4. Strategic Plan –
5. Others -

(j) Record the productivity measurement(s) of your enterprise or organization, in respect of the productivity indicators listed below -

(1) What is your Labour Productivity Factor?

(2) What is your Capital Productivity Factor?

(3) What is your Total Factor Productivity?

(4) List any other Productivity Ratios?

(5) What is your overall percentage achievement of KPIs? _____

(6) List any other Productivity Indicators? _____

(7) List any other Quality Indicators?

(8) Do you have a productivity-based wage system?

(a) If Yes, please list the components of your system: _____

(b) If No, then what is your system? _____

(9) What other comments do you wish to make?

Signatures of LMC Co-Chairpersons:

Co-Chairperson (Employer): _____
[Insert Name]

Co-Chairperson (Worker): _____
[Insert Name]

Date:.....
