

SOMPO Engineer Meeting Agenda

First day (2/12)

9:15-10:00	Opening (SRM)
<i>10:00-10:15</i>	<i>Break</i>
10:15-11:30	Occupation safety
<i>11:30-13:00</i>	<i>Lunch</i>
13:00-14:00	Occupation safety (continued)
<i>14:00-14:15</i>	<i>Break</i>
14:15-17:00	BCP basics
18:00-20:00	Welcome dinner*

Second day (2/13)

9:15-10:00	Casualty Services
10:00-10:45	Fire Sprinkler Visual Assessment
<i>10:45-10:55</i>	<i>Break</i>
10:55-11:30	Updates by each country (10-15 min each)
<i>11:30-13:00</i>	<i>Lunch</i>
13:00-14:30	Updates by each country (10-15 min each)
<i>14:30-14:45</i>	<i>Break</i>
14:45-17:00	Discussion on OJT and Engineer Network

* Please inform us if you have dietary restrictions, food allergies and religious restrictions. We will try our best to accommodate you.

Instructions

Below are instruction and information that we would like you to know/prepare for next month's meeting. Please feel free to contact us (SRM) if you have any questions.

① Updates by each country

Please prepare a presentation between 10-15 minutes on the following items*:

- (1) Brief update of your department (number of engineers, new service, etc.)
- (2) What type of training is offered within your department and what you lacking.
- (3) What specific OJT training/lecture you (your department) need to provide better service for your client.

*You may request for additional time if you have specific items you would like to discuss/share with other participants.

For (2), as an example, SRM provides initial training for new comers covering general survey flow, PML calculation, fire protection equipment, fire risks for common occupancies (general manufacturing, commercial, etc.) and basic insurance knowledge. New engineer will have OJT at 10 locations before taking a test to show that he/she is capable of surveying alone. We also have advance training on specific occupancies such as lecture series on petrochemical, semiconductor, etc. and monthly lecture/sessions on different topic relating to risk survey and other services annually to help engineers gain more knowledge. We sometimes attend seminars held by third parties as well. However, there is limited hands-on training other than the initial training and it is difficult for us to provide detailed project (drawing) review services.

For (3), please do not provide a vague description such as "training on topics other than general risk survey". Be specific such as "what items to check for a machinery breakdown survey" or "basic production flow and common losses at petrochemical plants". It would be good to provide short explanation on why you feel this topic is needed.

The topic provided by each participant will be compiled and we will discuss these together during the last session (see ② below).

The order of presentation is as follows:

China*, U.S.**, France, Singapore, Indonesia, Thailand, Malaysia, Philippine

*China will be going first because Zeng san would also like to share the VR tool/software they are/will be using for their BCP service in China.

**Chuck: you may include this section within your presentation on casualty services in the morning if you prefer.

② *Discussion on OJT and Engineer Network*

From the past meetings we have established that there is a common need for “new” training. As funding for engineer department is limited for all countries (and non-existent for some countries), it would be most cost effective if SRM or other locations can provide lecture/training on the topics of interest during the international/regional meeting. It would be best if we can (the goal is to) select the topic(s) for next meeting during this session and have time to prepare to make the most of the next meeting. Please select the topics for (3) with this year’s goal in mind.

③ *Request for assistance (on foreign workers)*

This item will be discussed at the end of the Occupation Safety session. But we thought it may be better to give you time to think about it before the meeting.

As you may already know, Japan is currently facing labor shortage due to its shrinking and ageing population. As a solution to labor shortage Japan has amended its legislation to open doors to foreign workers. With this change, Japan will be expecting a large increase the number of foreign workers in Japan and there will be an increasing need on proper safety education for foreign workers working in Japanese Plants.

SRM has put together a safe operation manual for industry (some of you may remember this, this was shared by Ohta-san 4 years ago during the Tokyo Meeting), and with the expecting increase in the number of foreign workers in Japan, we would like to translate this in to other languages. This is a project in planning, not yet sure if this will be executed, however, in order to do so, we would like to know if it is possible for the South Asian engineers to provide assistance on the following.

- 1) Translation (SRM will pay, but please make sure that your company will be able to allow such transaction.)
- 2) Provide examples of common miscommunication, specific items to watch out for when training foreign worker.

Thank you.