We would like to invite you to the **HaUI's Short-term Course** on:

**BASIC MECHANICAL MAINTENANCE OF CONVENTIONAL MACHINES**

Course Period: 12-16 March 2012  
Course Code: MD-BDMVN-01

**Why We Organize This Course?** HaUI has been improving educational and training programs based on industry’s needs, with technical assistance from Japan International Cooperation (JICA). This course targets machinery maintenance technicians for improvement of productivity by reducing machine idling time. We selected the maintenance of conventional machines, because the participants can learn the basic knowledge and simply repair, which can be applied to the maintenance of various machine tools.

**Whom The Course Target?** The course basically targets **junior-level machinery maintenance engineers or technicians in enterprises and lecturers of educational and training institutions**. The basic knowledge of mechanical engineering is required. We may accept about 20 participants for the course.

**What You Will Gain from the Course?** Through the course which is the combination of classroom lecturers and practices in workshops with conventional machines, the participants will learn:

(i) Basic concept and methods of **preventive maintenance**.
(ii) Basic mechanical engineering knowledge such as **mechanical drawing** and **machine elements**, which are the foundation for mechanical maintenance.
(iii) Basic methods of **fault finding**, **adjustment of accuracy** and **simple repair**.
(iv) Basic knowledge and method of **lubricant management**.

**Course Contents: the course consists of the following 5 modules:**

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<tr>
<th>Module</th>
<th>Main Contents</th>
<th>Time Allocation</th>
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</table>
| 1. Preventive Maintenance | • Basic concept and methods of maintenance.  
                          | • How to identify abnormality by utilizing various check lists and others.  
                          | • Practice: checking the conditions of lathe and milling machines based on the maintenance check-lists. | 4 hours         |
| 2. Mechanical Drawing   | • Projection methods, drawing symbols and assembly drawing.  
                          | • Basics and rules of assembly drawings  
                          | • Practices: drawing a part with grooves and dovetail grooves; drawing a bolt-and-nut assembly drawing. | 6 hours         |
| 3. Machine Elements     | • Structure, classification, applications, and typical troubles of: bolt and nut; keys; bearing;  
                          | • gear; belt; chain and joint.  
                          | • Practice: disassembly and assembly of bearings; practice by using gear sample kits. | 12 hours        |
| 4. Faulty Finding and Adjustment of Accuracy | • Structure and specification of mechanical transmissions such as spindles, gear trains,  
                          | • and driving gears.  
                          | • Measurement methods on the accuracy of milling machines.  
                          | • Finding faults in machine elements by checking noises and temperature.  
                          | • Methods to adjust machine elements  
                          | • Practice: utilizing Hitachi Seiki’s milling machines and other instruments such as a noise meter and a thermometer. | 12 hours        |
| 5. Lubricant Management | • Functions and effects of lubricant in driving systems  
                          | • Classification, specification, lifetime and viscosity of lubricant.  
                          | • Inspection and maintenance of lubricator  
                          | • Usage and maintenance of grease.  
                          | • Practice: utilizing the lubricant classification sample kit and other instruments. | 6 hours         |

**Total Training Time:** 40 hours / 5 days
Who are Lecturers?  The course will be taught by the following 5 lecturers of HaUI, who have received the training on basic mechanical maintenance in the polytechnic university in Japan and a leading Japanese manufacturer of machine tools.

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<th>Name</th>
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<tbody>
<tr>
<td>Mr. Vũ Đình Thơm</td>
<td>Director, Vietnam Japan Center (VJC)</td>
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<td>Mr. Nguyễn Công Cát</td>
<td>Head of Machinery Processing Unit, VJC</td>
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<td>Mr. Trương Văn Lương</td>
<td>Lecturer, Machinery Processing Unit, VJC</td>
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<tr>
<td>Mr. Kiều Văn Quảng</td>
<td>Lecturer, Machinery Processing Unit, VJC</td>
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<td>Mr. Hoài Tiến Dũng</td>
<td>Head of Technology Unit, the Faculty of Mechanical Engineering</td>
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Course Period and Time
From 12th March 2012 to 16th March 2012.
Training time: In the morning: 8:00am - 12:00pm; in the afternoon: 13:00pm - 17:00pm

Training Fee
1,500,000 VND/ person/ course

Training Venue
The Vietnam Japan Center, 1st and 2nd Floor, A7 Building, Hanoi University of Industry
Km13, Road No.32, Minh Khai Commune, Tu Liem District, Ha Noi
* HaUI has a canteen where the participants can have lunch, dinner and the dormitory for those who live far away.

For further details of the course, please contact:
Ms. Nguyen Thi Sen, Secretary, Vietnam Japan Center, Hanoi University of Industry
Tel: 04 3765 5407/408 (Ext: 105) / Fax: 04 3765 5409
Mobile: 0984 983 916
E-mail: nghuongsen1980@yahoo.com.vn
APPLICATION FORM
FOR HAUI’S SHORT-TERM TRAINING COURSES

Dear Sir/Madam,

Please fill in the following information and send us this form by fax, email or post by 5 March, 2012 at the following address:

Attention to: Ms. Nguyen Thi Sen, Secretary, Vietnam Japan Center, Hanoi University of Industry Km13, Road No. 32, Minh Khai Commune, Tu Liem District, Ha Noi
Tel: 04 3765 5407/408 (Ext: 105) / Fax: 04 3765 5409
Mobile: 0984 983 916
Email: nghuongsen1980@yahoo.com.vn

Bank Account Information
Account Name: Hanoi University of Industry
Account Number: 3100201.013188
Name and Branch of Bank: Vietnam Bank for Agriculture and Rural Development, Tu Liem Branch, Ha Noi
Details of Payment: Course Fee for MD-BDMVN-01

1. Course Information:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Basic mechanical maintenance of conventional machines</th>
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<tr>
<td>Course Code</td>
<td>MD-BDMVN-01</td>
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<tr>
<td>Duration</td>
<td>from 12 March 2012 to 16 March 2012 (5 days)</td>
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2. Company / Organization’s Contact Information:

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<th>Company / Organization Name</th>
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<td>Name of Person in Charge</td>
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<td>Tel / Mobile</td>
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3. Information of Applicants

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<th>No.</th>
<th>Full Name</th>
<th>Gender (F/M)</th>
<th>Age</th>
<th>Department/ Division</th>
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Note: If you have many applicants, please put their names in the order of priority order.

4. Your Expectation for the Course

Please share with us about what you expect your staff to learn in the course:

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5. Does any of the applicants want to stay in HaUI’s dormitory during the course? If so, please fill in the following information.

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<th>Full Name</th>
<th>Check-in Date</th>
<th>Check-out Date</th>
<th>Number of Nights</th>
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Thank you very much for your application to HaUI’s Short-term Course!
Access to HaUI

Hanoi University of Industry (HaUI) locates in Tu Liem District, the west end of Hanoi and close to the former Ha Tay province.

For those who come from Hanoi City Center:
- Please take the shortest way to reach Kim Ma St. → Xuan Thuy St. → Ho Tung Mau St. → Cau Dien St. Following these roads leads you to Road No. 32.
- After crossing the rail way, it would take about 10 minutes to see HaUI at the right side of road. Or after seeing the Tu Liem Industrial Zone at the left side, you will find HaUI at the right side in about 5 minutes. HaUI is now constructing the 16th story building which you can recognize probably after crossing the rail way soon.
- It would take about 45 minutes by car from the city center and about 30 minutes from Daewoo Hotel. Please note that traffic jams often happen on Road No. 32.

For those who come from Thang Long Industrial Park, Quang Minh Industrial Zone, and Noi Bai Industrial Zone:
- After crossing the Thang Long Bridge and go along Pham Van Dong St. → Turn right to Ho Tung Mau St. → Cau Dien St. → Road No. 32.
- After crossing the rail way, it would take about 10 minutes to see HaUI at the right side of road. Or after seeing the Tu Liem Industrial Zone at the left side, you will find HaUI at the right side in about 5 minutes. HaUI is now constructing the 16th story building which you can recognize probably after crossing the rail way soon.
- It would take about 45-60 minutes by car from Thang Long Industrial Park. Please note that traffic jams often happen on Road No. 32.

For those who come from Hai Phong, Hai Duong and Gia Lam District:
- After crossing Chuong Duong bridge, please take the shortest way to reach Kim Ma St. → Xuan Thuy St. → Ho Tung Mau St. → Cau Dien St. Following these roads leads you to Road No. 32.
- After crossing the rail way, it would take about 10 minutes to see HaUI at the right side of road. Or after seeing the Tu Liem Industrial Zone at the left side, you will find HaUI at the right side in about 5 minutes. HaUI is now constructing the 16th story building which you can recognize probably after crossing the rail way soon.
- It would take about 180 minutes by car from Hai Phong. Please note that traffic jams often happen on Road No. 32.

Map Around HaUI