Introduction

Most successful companies have one thing in common i.e., they practice good housekeeping or 5S. 5S is basically the steps for good housekeeping. A clean and tidy environment can boost up the morale of the workers thus resulting in greater efficiency, effectiveness and commitment towards their work. It is everyone’s responsibility, from the top management to the operators to be involved and committed for 5S to be implemented successfully.

Contents

- 5S Audit
  o What is 5S Auditing and What it is NOT
  o Types, Frequency, Purpose and Scope of 5S Audit

- 5S Audit Principles
  o Recapitulate of 5S Principles and Practices
  o Example of Excellent 5S Practices

- 5S Standard
  o Why 5S Standard is necessary?
  o Examples of 5S Standard
  o Sample of 5S Standard
  o Developing 5S Standard

Internal 5S Auditing

26-27 August 2013
9.00 am – 5.00 pm
Training Venue:
FMM Institute, D’Piazza Mall, Bayan Baru, Penang

SBL SCHEME
CLAIMABLE FROM PSMB
• What to Evaluate in 5S Audit?
  o Documentations, Practices and Theory
  o Sample of 5S Evaluation Criteria
  o Developing 5S Evaluation Criteria

• 5S Audit Scoring Dimension
  o The Scoring Matrix
  o What Constitutes An Excellent Score?
  o The more Systematic and Effective Way of Giving Score

• 5S Audit Planning, Audit Committee, Auditor

• Important Aspect of 5S Audit

• Managing 5S Audit Result
  o Categorization of 5S Performance
  o Sample of 5S Audit Result Tabulation Format
  o Sample of Overall 5S Audit Report

• Incentive/Rewards and 5S Competition
• 5S Improvement Records and Indicators
  o Displaying 5S Improvement Activities
  o Identifying Improvement Indicators

• 5S Live Audit
• Conclusion

Objectives
• Understand the Principle of 5S Audit;
• Develop 5S Standard;
• Plan and Manage 5S Audit and Audit Results;
• Develop and Use 5S Audit Criteria Effectively for Improvement;
• Carry out 5S Audit Effectively; and
• Help to sustain 5S Activities in the Organization

The Facilitator

Joysca Ng is an accomplished practitioner, consultant and trainer in the area of Quality Management System, Environmental Management System and Occupational Safety and Health Management System in QMS. She has specialized in ISO 9001, ISO/TS 16949, ISO 14001 and OHSAS 18001 implementation and project management to certification.

Ms. Joysca Ng academic qualification is Bachelor Degree in Technology (Hons). Her major is in Environmental, Safety & Health Technology and was taught based on a strong emphasis in safety and health, chemical engineering and biology disciplines. She has been trained extensively in the area of Safety, Health, Environment and Quality training, consultation and auditing. She is a qualified ISO 9001, ISO/TS 16949, ISO 14001 and OHSAS 18001 auditor. Ms. Joysca is also a Certified Safety and Health Officer under the DOSH (Department of Safety and Health Malaysia).

Ms. Joysca Ng has experience as a consultant performing training, auditing and consultation for ISO/TS 16949, ISO 9001, ISO 14001 & OHSAS 18001. She has also been involved in the establishment and integration of quality, environmental, safety and health management system for numerous companies.

Target Group

ISO Committee Members, Functional Heads and QMS Auditors.
Administrative Details

COURSE FEE
RM750 (FMM Member) / RM850 (Non-Member) per participant
(The fee includes luncheon, coffee/tea breaks and notes)

DRESS CODE
Office Attire

REGISTRATION
Participation in the programme is based on a first-come-first-served basis. Cheques made in favour of the “FMM Institute” should be forwarded on or before programme date to the FMM Institute, Northern Branch, Bandar Seberang Jaya. Participants who registered but did not attend, will be billed accordingly. Upon confirmation, kindly send us the payment before the commencement of the programme.

CANCELLATION
There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. Please inform in writing if you intend to cancel. A replacement can be accepted at no additional cost.

DISCLAIMER
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

ENQUIRIES
Ms Nazliza/ Aidi
FMM Institute
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13700 Seberang Perai
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E-mail: nazliza@fmm.org.my / aidi@fmm.org.my
Website: http://fmm-im.fmm.org.my (Northern Branch)

CLOSING DATE
19 August 2013
Registration Form  
Internal 5S Auditing  
26-27 August 2013  
9.00 am – 5.00 pm  
Training Venue:  
FMM Institute, D’Piazza Mall, Bayan Baru, Penang  

To: Ms Nazliza / Aidi  
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FMM Institute (Penang Branch)  

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