



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



EFFECTIVE 6S HOUSEKEEPING IMPLEMENTATION



INTRODUCTION

The training is designed for the participants to acquire the practical applications of 6S knowledge and skills. It provides a mindset, cultivate habits and instil culture to implement the acquired knowledge and skills in their workplace. Participants should see immediate applications to improve the quality of their workplace.

OBJECTIVE

To train the participants:

- Understand 6S and reasons for their negligence.
- The approach to raise the level of quality and safety at workplace
- Eliminate process WASTE
- Identify and specify their own workplace to effectively practice and maintain 6S
- Realise the effectiveness and benefits of Sorting, arranging resources, maintenance cleanliness and be discipline to practice daily.

ADMINISTRATIVE DETAILS

Date : **September 7-8, 2026**
(Monday-Tuesday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**
No. 1 & 3, Jalan Kencana Mas 1/1,
Tebrau Business Park III,
81100 Johor Bahru, Johor

Fees : **RM 1,215.00 (FMM Member)**
RM 1,350.00 (Non member)
The fee inclusive Service Tax at 8%
(SST No: W10-1901-32000105)

Closing Date : **August 24, 2026 (Monday)**

Training Provider : **FMM Institute Johor**
MYCOID: 475427W_JOHOR



COUSE CONTENT

Day 1

PART 1 : The 6S and practical examples of each S

- SEIRI - SORT OUT
- SEITO - ARRANGE
- SEISO - CLEANLINESS
- SEIKETSU - STANDARDIZATION
- SAFETY - BEHAVIOUR BASED SAFETY AT WORKPLACE

Day 2

PART 5 : Safety - Behaviour Based Safety at Workplace

- Understand What Behaviour Based Safety
- Identify the causes of Behavioural accidents
- Strategies to instil, instigate positive SAFETY culture

PART 2 : The Practice of 6S at Workplace

The effective ways to practice :

SEIRI : Stratification Management.

Differentiation Between Need and Want

SEITON : Analyse the status duo. Decide where things belong.

SEISO : "Everyone is a Janitor" - Keep workplace and machineries clean all time.

SEIKETSU : Standardisation - Visual Management
Transparency. Visualising conditions Trouble Map
Quantification.

SHITSUKE : What is Discipline?

SAFETY : Behaviour Based Safety

PART 6 : The main Elements in Design. Develop and Implement Behaviour Based Safety Program.

- Leadership in Planning and Implementing SAFETY practices in the organisation.
- Employess' Safety Practices Management
- Equipment . Plants and Machineries Safety Compliance
- Risks Assessment and Risks Mitigations
- Efficient Records Management

PART 3 : Increase Productivity and Eradicate WASTES Through 6S

PART 7 : The Plan Do Check Action and the 6S IMPLEMENTATION

PART 4 : Critical Success Points for Implementing 6S

The 5WS and 1H approach in implementing 6S

Skills Development Workshop II

Develop 6S Checklists

Participants' Presentations

Summary and Feedback.

FACILITATOR

Mr. Tee Tuan Chuar, who has 20 years of training and consultancy experiences. He has wide extend of industrial experience ranging from general operations management. He is also been trained and conduct training in ICOP COMPLIANCE AND ROAD SAFETY – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM. A regular and sought after forklift safety operations training.

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

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EFFECTIVE 6S HOUSEKEEPING IMPLEMENTATION

SEPTEMBER 7 - 8 ,2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. Ain**Email : sabrina@fmm.org.my / astri@fmm.org.my****/ nur_ain@fmm.org.my****Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618****Please tick accordingly:**Fees: ☐ **FMM Member: RM 1,215.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))☐ **Non Member: RM 1,350.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)**1.Name:****IC No:****Nationality:****Designation:****Email:****Mobile No.:****2.Name:****IC No:****Nationality:****Designation:****Email:****Mobile No.:***(if space is insufficient, please attach a separate list)***Disclaimer**

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):
☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.
Tin No. : C10626805080**BRO No. : 475427-W****SST No. : W10-1901-32000105****Submitted by:****Name:****Email:****Designation:****Tel No:****Moblle No:****Company:****Address:**
Tin No. :
(Company Tax Number)
Business Registration
No. (New/Old)
SST No
(If Applicable):
Company Stamp & Signature:**Date:**