



FMM Institute

Co. No: 199901000527 (475427-W)
Perak Branch



3S SIMPLIFIED VERSION OF 5S

1 January 14-15, 2026 (Wednesday-Thursday)

8.45 am – 5.00 pm **FMM Institute Perak**



In today's fast-paced and competitive business environment, maintaining workplace organization and efficiency is essential for Operational Excellence. The 3S (Sort, Sweep, Standardize) offers a simplified and practical approach to implementing the foundational principles of the renowned 5S methodology – making it easier for organizations to start their continuous improvement journey.

This interactive training equips participants with knowledge, tools and hands on techniques to create plan, organized and efficient work environment. Through practical exercises, real-life case studies and step by step implementation guidance, participants will learn how to reduce waste, enhance productivity and sustain improvement using the 3S framework. Participants will be able to identify and eliminate workplace inefficiencies through systematic sorting, maintain cleanliness and visual control to support on the safety and quality, develop simple sustainable standards that promote consistency and ownership.

The 3S simplified version of 5S is ideal for organizations seeking a practical, easy to adopt improvement system – a powerful first step towards building a culture of discipline, efficiency and continuous improvement.

.... COURSE CONTENTS....

DAY 1 – Understanding and Applying the Foundation of 3S

Module 1 : Introduction to workplace organization and 3S Concept & Ice-breaker session

- What is workplace organization and why it matters?
- The origin and evolution – Why use a simplified version from 5S to 3S
- The importance of 3S in manufacturing and service environments
- Benefits of implementing 3S – Safety efficiency and cost reduction
- The role of employees in sustaining 3S culture

Module 2 : The first “S” – Sort (SEIRI)

- Meaning and objectives of “Sort “
- Identifying necessary vs unnecessary items
- Benefits of “Sorting”
- Red Tag technique – Practical approach to Sorting
- Case Study: Sorting in the workplace – Before and After Implementation

Module 3 : The second “S” – Sweep (SEISO)

- Definition and importance of “Sweep”
- Daily cleaning versus Inspection – Building Ownership concept
- How “Sweep” enhances Safety, Quality and Machine life
- Case Study: Visual workplace Cleanliness Checklist

Module 4 : Group Exercise and Discussion

- Team activities – Identify 3S issues in production
- Sharing Session – Challenges and Best Practices

DAY 2 – Standardizing and Sustaining 3S long-term impact

Module 5 : The third “S” – Standardize (SEIKETSU)

- Definition and purpose of “Standardize”
- Visual Management Tools – Labels, Markings, Color Codes and Signboards
- Standard Operating Procedures (SOP) for 3S activities

- Establishing 3S Audits and Checklists
- Case Study: Developing Sample 3S Standards

Module 6 : Sustaining the 3S Implementation

- Building habits – Turning 3S into daily work culture
- Leadership’s Role in reinforcing 3S
- Employees empowerment and Recognition systems
- Communication and 3S Awareness Programs
- Daily Audit Activities

Module 7 : Practical Workshop and Simulation

- Real-life – mock area 3S Implementation (Sort, Sweep, Standardize)
- Team presentation – 3S Improvement results
- Feedback, Evaluation and Discussion

Module 8 : Recap and Summary-Q&A

.... WHO SHOULD ATTEND

Everyone within an organization, from frontline employees to senior management who plays a role in the work environment or process can benefit from this training as it emphasizes simple, fast, and easy improvements that deliver significant benefits.

Enquiries – please contact **Ms Vaani / Pn Eda / Ms Harvindar**
☎ (05) 548 8660 **📠 (05) 548 8221** **✉ fmm_institute_perak@fmm.org.my**

.... OBJECTIVES....

By the end of this training, participants will be able to:

- Understand the purpose and benefits of the 3S system
- Apply the 3S techniques to organize and improve their workplace
- Identify and eliminate all the waste, inefficiency and all the safety hazards
- Develop and maintain Visual Standard for consistent performance
- Cultivate a habit of workplace discipline and Continuous Improvement (Kaizen) concept
- Greater responsibility on ownership and discipline

.... TRAINER

MR RASHPAL SINGH is an HRD Corp–accredited trainer with over 31 years of experience in manufacturing, including semiconductor and wood-based industries. He specializes in Lean Manufacturing, Continuous Improvement, TPM, Kaizen, Quality Tools, and Operational Excellence. His background includes senior leadership roles such as Senior Production Section Manager, Plant Manager, Production & Maintenance Manager, and Store Manager.

Beyond technical expertise, he is also skilled in leadership development, supervision, team building, soft skills, and youth empowerment coaching. Rashpal integrates hands-on industrial experience with practical tools to help organizations improve productivity, efficiency, quality, and employee performance.

~ Registration Form ~

3S SIMPLIFIED VERSION OF 5S

FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

- ☐ We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- ☐ We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the “FMM Institute”.

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		

.... COURSE DETAILS

Date **January 14-15, 2026 (Wednesday-Thursday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak**
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM1,134.00/pax**
Non-Members RM1,296.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

.... ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of “**FMM Institute**” should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

CLOSING DATE: JANUARY 7, 2026