

REGISTRATION FORM

6S Implementation And Workplace Organisation

Wednesday - Thursday * November 12 - 13, 2025 * FMM Institute Malacca

FMM Institute Malacca (475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
(Fax: 06-283 8090)

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

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

☐ will be claiming under SBL-Khas Scheme

☐ will not be claiming under SBL-Khas Scheme

Enclosed cheque/bank draft No _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

E-mail Address _____



6S Implementation And Workplace Organisation

November 12 - 13, 2025

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Contents

Day 1

Part 1: The 6S And Practical Examples Of Each S

- SEIRI – Sort Out
- SEITO – Arrange
- SEISO – Cleanliness
- Seiketzue – Standardization
- Shitzuke – Discipline
- Safety - Behaviour based safety at workplace

Part 2: The Practice Of 6 S At Workplace

The effective ways to practice:

- SEIRI :
 - Stratification management
 - Differentiation between need and want
- SEITON ;
 - Analyse the status quo, decide where things belong
 - Decide how things should be put away, obey the put away rule
- SEISO : “Everyone is a Janitor”
 - keep workplace and machineries clean at all time and TPM rules
- SEIKETSU – Standardisation
 - Visual management
 - Transparency - Visualising condition trouble map quantification
- SHITSUKE: What is discipline?
- SAFETY: Behaviour based safety

Part 3: Increase Productivity And Eradicate Wastes Through 6S

- Identify work process waste
- Causes of Process waste ; waiting, accidents, motions etc
- Reducing idle or assets downtime - equipment and human asset
- Improve work methods and one time right output
- Retrieve work information within 3 seconds

Part 4: Critical Success Points For Implementing 6S

The 5Ws And 1H Approach In Implementing 6S

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 6: The Main Elements In Design, Develop And Implement Behaviour Based Safety Program

- Leadership in planning and implementing safety practices in the organisation.
- Employees' safety practices management
- Equipment, plants and machineries safety compliance
- Risks assessment and risks mitigations
- Efficient records management

Part 7: The Plan Do Check Action And The 6S - Implementation

- Effective approach in organizing phases of 6S implementation
- Get top management commitment and be prepared
- Draw up a promotional campaign
- Keeping records
- Training
- Evaluation
- 6S audit worksheet
- Daily 6S activity for the work place
- Daily 6S activity for the office
- 6S Implementation plan

Benefits

At the end of the programme, participants will be able to: -

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

Trainer

MR TEE TUAN CHUAR has 18 years of training and consultancy experiences. He is qualified as a HRDC approved trainer. Mr Tee been trained in ICOP Compliance And Road Safety – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM and undertakes to train transport operations' compliances on ICOP which is subjected to audit by SPAD. He also undertake Grid and In Base certificate programmes such as LEAN Manufacturing and the module of Supply Chain Management In Production Planning Control. He soft skills training included trained in Forklift Safety handling, 6S Consultants for MNC, Warehouse, Inventory, INCOTERMS, Financial Management / Accounting / Costing And Procurement In Negotiations Skills.

Who Should Attend

Head of Departments, Managers, Executive, Supervisors, operation personnels and candidates nominated by the company

Administrative Details

Date : November 12 - 13, 2025 (Wed-Thurs)

Time : 9.00am - 5.00pm

Venue : FMM Institute Malacca

D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant

(Fees include course materials, lunch and refreshments)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **November 5, 2025**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. **CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

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siew_kim@fmm.org.my

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