

# 5S: The Total Elimination of Waste

## Trainer

**Mr. Lim Kim Yook** has considerable experience in all areas of design, preparation, administration and delivery of soft and hard skills training in particular KAIZEN, Quality Control Circle, QC 7 Tools and New QC Tools, Automotive 5-Core Tools (PPAP, APQP, SPC, FMEA and MSA), Poka-Yoke, Supervisory Skills and 5S Implementation and Auditing. Graduated in Mechanical Engineering and Electrical Engineering, subsequently in Electronic Engineering, Mr Lim has more than 13 years of vast experience in manufacturing field such as Electronics, Semi-conductor and Automotive. Throughout his career, he has diversified himself into various departments such as Quality Assurance/Quality Control, Production and Engineering; holding the managerial position for 6 years in Quality Assurance and Engineering departments. Certified ISO 9001, ISO 14001, ISO 9001 supplemented with ISO/TS 16949 Lead Assessor and ISO 13485:2003 Internal Quality Auditor, he is also a Quality Management Consultant and a Certified Corporate Coach. His expertise in quality management systems, i.e. ISO 9001, ISO 14001, OHSAS 18001, ISO 13485, US FDA QSR 21 CFR 820 and ISO/TS 16949 makes him a much sought-after trainer. Some companies he has rendered his expertise to include Malaysian Sheet Glass Bhd., Dragon Frontier Sdn. Bhd., PPHTeckWah Paper Products Sdn. Bhd., Suzuki Assemblers (M) Sdn. Bhd., Rexar Technologies Sdn. Bhd., Nippon Pigment (M) Sdn. Bhd. including medical devices manufacturers such as Straits Orthopaedics (Mfg) Sdn Bhd, TFS EMS Sdn Bhd and Polar Twin Advance for the U.S. market in compliance with US FDA QSR 21 CFR 820 and ISO 13485:2003.

Organised by :



**FMM Institute**  
Sabah Representative Office  
No. 143, 1<sup>st</sup> Floor, Block Q  
Alamesra Plaza Permai  
88400 Kota Kinabalu, Sabah

## Contents

### An Introduction to 'Wastology'

- How waste is originated?
- 5MQS Waste Identification Model
- Seven Types of Waste

### Discovering the Wastes

- Five key points for Discovering Waste
- Analyzing Current Conditions to Discover Waste (Practical)
- Removing the Waste
- Maintaining the Waste Elimination Practices
- Skill Builder

### The 5S Approach

- Defining the system requirements
- Policies and Business Objectives
- Scoping for the system
- System Design Criteria
- Case study

### Modeling for the Business

- What are the 5S's
- The benefits of 5S
- Red Tags and Signboards

## Objectives

After completing this program, participants will be able to:

- Discover the meaning of waste in the organization.
- Understand the types of waste and how they are originated.
- Identify the method to eliminate waste and not to create wastes.
- Understand the 5S Practices to maintain wastes at the minimum level.
- Applying the 5S Practices to create a lean organization.

**SBL Scheme Claimable**

## Who Should Attend

5S committee Members, Administrative and Logistics personnel at all levels.

## Administrative Details

### Registration :

- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

### Payment:

- Cheques made in favour of **FMM Institute** should be forwarded to the FMM Sabah Representative Office.

**Closing Date : 14 August 2013**

### Cancellation and Refunds:

- Must be in writing with reasons
- 7 days before the course -100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

**Date : September 4-5, 2013 (Wed & Thu)**

**Time : 8.30am – 4.30pm**

**Venue : FMM Institute**

Lot 143, 1<sup>st</sup> Floor, Block Q  
Alamesra Plaza Permai 1  
Sulaman Coastal highway  
88400 Kota Kinabalu, Sabah

**Fee : RM650.00 per pax (FMM member)  
RM850.00 per pax (Others)**

*(Fees include course materials, Certificate of Attendance, lunch and refreshments)*

**For further enquiries, please contact: Nelly/Florisa**

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***In-House/In-Plant Training Available***

## 5S: The Total Elimination of Waste September 4-5, 2013

### - Registration Form -

Dear Madam,

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

1 Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
I/C No : \_\_\_\_\_

2 Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
I/C No : \_\_\_\_\_

### Submitted by:

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel no : \_\_\_\_\_  
Fax no : \_\_\_\_\_  
Email : \_\_\_\_\_

*(if space is insufficient, please attach a separate list)*