REQUESTING FOR QE/5S CERTIFICATION

1. Visit website
   http://www.mpc.gov.my

2. Click on Programmes and Services

3. Click on Productivity Online Services

4. Click on QE Audit Application (Quality Environment)

5. Fill the form and submit

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THE FEES FOR QE/5S CERTIFICATION

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRE AUDIT FEES (RM)</th>
<th>CERTIFICATION AUDIT FEES (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>200.00</td>
<td>-</td>
</tr>
<tr>
<td>(First Year only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>1,000</td>
<td>1,300</td>
</tr>
<tr>
<td>(Company size, man/day)</td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL**

1,200                     1,300

* Exclusive of incidental cost
* Special Rate for Small and Medium Enterprises (SME)

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QE/5S CERTIFICATION PROCESS

1. Company request for certification and fill up online form
2. Company receive quotation from MPC
3. Pre-audit or audit implementation and compliance
4. The successful company will be issued with 5S certification

For further information, please contact us:

Recognition & Certification Management Unit
Malaysia Productivity Corporation
Lorong Produktiviti, Jalan Sultan,
46200 Petaling Jaya, Selangor.

603-7955 7266
603-7955 1824
safniwati@mpc.gov.my | nurrafidah@mpc.gov.my

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CERTIFICATION ON QUALITY ENVIRONMENT (QE/5S)
INTRODUCTION

WHAT IS 5S?

5S is a set of principles and practices regarding how workplaces should be organized. The purpose of 5S is to promote a safe, efficient, and productive work environment. 5S is an acronym for five Japanese words which start with the letter S: Seiri (Sort), Seiton (Straighten), Seiso (Shine), Seiketsu (Standardize), and Shitsuke (Sustain).

Seiri / Sort
To sort and systematically discard items which are not needed at the workplace.

Seiton / Straighten
To arrange necessary items in a neat and systematic manner so that they can easily be retrieved and returned to the designated places.

Seiso / Shine
To clean and inspect the workplace regularly and thoroughly so that there is no dirt on the floor, machine and equipments.

Seiketsu / Standardize
To maintain a high standard or workplace organization by keeping everything clean and orderly at all time.

Shitsuke / Sustain
To train people to comply with the quality environment system continuously so that it becomes habitual and ingrained in the culture of organization.

BENEFITS OF QE/5S CERTIFICATION

Achieving certification is a public declaration of commitment to quality environment, a better workplace and continual improvement to meet customer needs. There is a range of possible benefits associated with having achieved certification.

- Enhance Idea Generation
- Increase Efficiency
- Enhance Company Image
- Enhance profitability
- Enhance Teamwork
- Improved Productivity
- Enhance employee performance
- Reduce Complaints

IMPACT OF QE/5S IMPLEMENTATION

PRODUCTIVITY
- Enhance work productivity
- Enhance production
- Enhance work process effectiveness
- Improve competitiveness

QUALITY
- Maintain the product/service quality
- Easy to identify broken tools/machine/raw material
- Work process getting shorter and unrepeated
- Reduce customer complaints

COST
- Decrease maintenance cost
- Save space
- Save time and energy
- Reduce repeating work process

DELIVERY
- Delivery on time
- Save time
- Systematic delivery
- Avoid mistake in delivery

SAFETY
- Zero accident at workplace
- Comfortable workplace
- Low rate of missing tools
- Improve employee’s health

MORALE
- Educate employee to be disciplined
- Enhance employee’s skills
- Improve loyalty to organisation
- Enhance company's image
- Encourage teamwork

HOW TO IMPLEMENT QE/5S (PDCA)

PLANNING
- Provide education and training to all staffs
- Establish a committee of 5S implementation
- Start the 5S zone
- Establish the objective, purpose and implementation phase
- Plan the 5S action plan

DO
- Implement 5S (Sort, Straighten, Shine, Standardize, Sustain)

CHECK
- Implement internal 5S audit
- Benchmark among departments and other organisations
- Ensure all the 5S steps were followed

ACT
- 5S as organisations culture
- Compare the actual activity with the plan
- Reward the employees
- Register for 5S certification
- Check with PDCA cycle

ROAD MAP TO QUALITY ENVIRONMENT (QE/5S)

CONTINUOUS CREATIVITY & INNOVATION

PLAN DO CHECK ACTION

- Preparation
- Sort, Straighten, Shine
- Standardize, Sustain
- Self Assessment & Certification

PHASE 1 PHASE 2 PHASE 3 PHASE 4

IMPLEMENTATION RESULT