

## COURSE TITLE : 5S INTERNAL AUDIT TRAINING

### INTRODUCTION

The workshop aims to share with the participant the principles of internal auditing, roles and responsibilities of internal auditors as well as the human aspects in the 5S internal auditing. This will ensure the internal auditing is conducted objectively and efficiently for continuous improvement in the organization.

This workshop shall be conducted over two days, which principles of auditing and a “live audit” or “case study” shall be planned out for the participants to experience the practical parts of audit on the first day. Second day shall focus on live audit, follow-up and corrective action.

### COURSE OBJECTIVE

By the end of this course, participants will be able be well equipped by:

- Enhancing the effectiveness of the already formed audit team members.
- Being able to understand Internal Quality Auditing to 5S.
- Explaining the Impacts of 5S auditing to their Company.
- Explaining the AUDIT requirements of 5S that are related to their work responsibility.
- Recognizing how they can play their roles in maintaining the 5S certification.

### COURSE CONTENT

#### DAY 1

- Recognize the current situation of 5S
- 5S Auditing Terms
- 5S AUDIT Cycle
- Preparing for a Live 5S Audit

#### DAY 2

- Conducting a 5S Audit
- Writing NCR, Usage of 5S stickers
- Live 5S Audit
- Gather reports, 5S stickers
- Review NCR effectiveness
- Closing of a 5S AUDIT
- Human aspects of 5S Audit Effectiveness

### For Further Training Information

For further training information and/or course booking, please contact:

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