



IPEC
CERTIFICATION
BUREAU

CERTIFICATION REQUIREMENTS

LEAN SIX SIGMA

CERTIFICATION SCHEME

Scope Of Business Excellence

DISCLAIMER

Disclaimer:

IPEC shall ensure the assessments for applications of certifications are affective; The Certified Person shall identify and accept liability for the performance and services conducted.

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OVERVIEW

Lean and Six Sigma are great complementary approaches for driving operational excellence to achieve overall business excellence, increasing quality, shortening cycle's times and at the same time, creating shareholder value. Lean Six Sigma takes organization to the next level of continuous improvement, one that for the first time unites speed and process quality to create value for shareholders. By applying Lean Six Sigma, organization can revolutionize performance efficiencies in every area of the organization and achieve rapid and significant result.



Although Lean Six Sigma was originally develop for manufacturing, but the same principles and technique can be applied into any industries business processes. Furthermore, the vast majority of Lean Six Sigma can be easily applied in services industries such as retail, healthcare, hospitality and financial services.

Q - Based & IE - Based

What is QUALIFICATION BASED (Q-Based) and INDUSTRY EXPERIENCE BASED (IE-Based)

The aim of these methods is to quantify the vice versa of the qualification and years of industry experience that justify the applicant's assessment process.

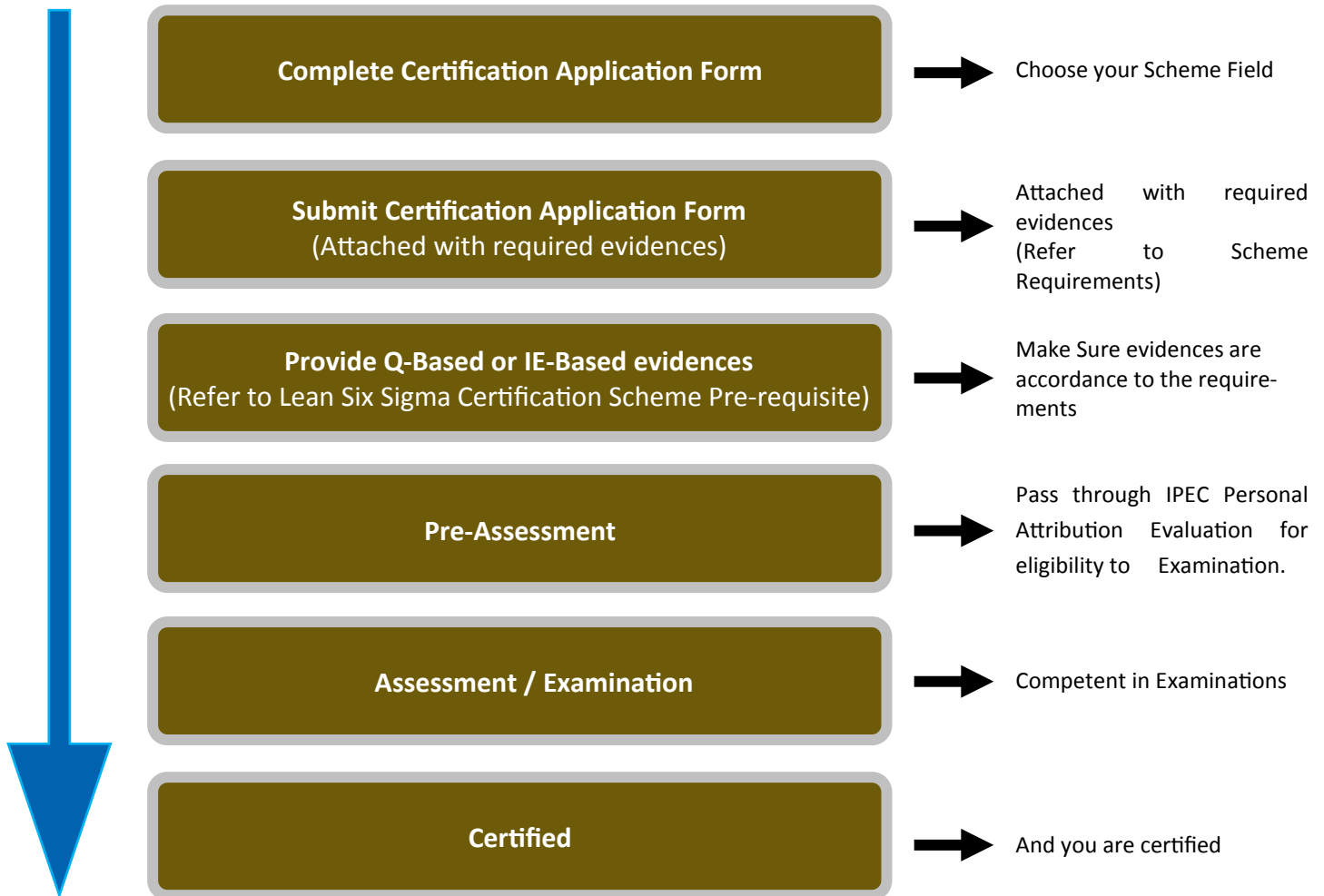
Qualification Based (Q-Based)

For applicant with recognized related qualification or professional training evidences. Recognized Continuing Professional Development (CPD) training evidence is required for specific condition. Applicant shall be assessed according to Qualification Based Assessment Procedure.

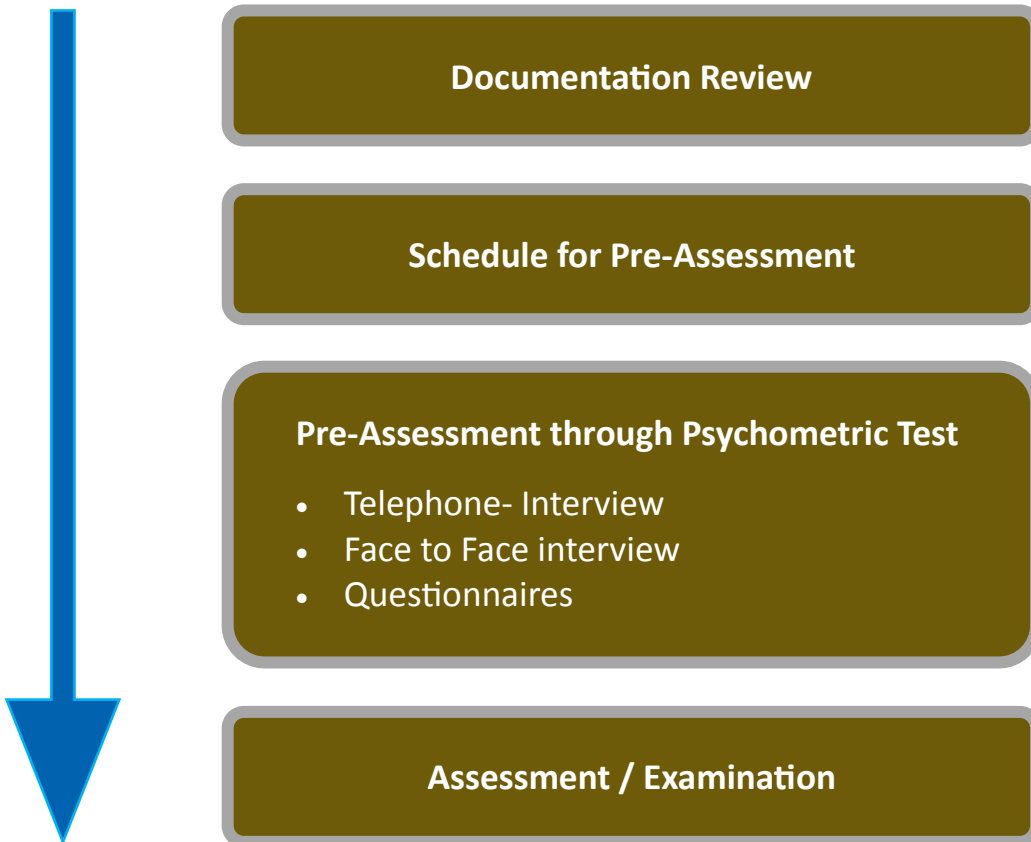
Industry Experience Based (IE-Based)

For applicant that meets required years of industry experiences with records of achievement. Recognized Continuing Professional Development (CPD) training evidence is required. Applicant shall have option to select their assessment preference either to be assessed accordance to Q-Based or IE-Based assessment.

APPLICATION PROCEDURES



Pre - Assessment



CHOOSE YOUR CERTIFICATION FIELD

Certification Scheme Field Title	Description
Certified Lean Six Sigma Yellow Belt	As a Certified Lean Six Sigma Yellow Belt, it demonstrates your solid understanding on basic Lean Six Sigma principles and tools, and also ability in participating or drives improvement project, which shows measurable results.
Certified Lean Six Sigma Green Belt	A Certified Lean Six Sigma Green Belt is usually not a full time position in the organization. A green belt must be able to demonstrate the proficiency with lean six sigma tools by using them for positive financial impact and customer benefits.
Certified Operational Excellence Manager	Operational Excellence Manager will implement processes and initiatives to enhance cross-enterprise integration, and create a continuous improvement culture. This position will lead the business process improvement through the implementation of Operational Excellence initiatives throughout the entire organization and also provides leadership on the full range of business, leadership, technical and process improvement opportunities, Implementation will include direct leadership, guiding others to implement, and applying Operational Excellence tools to solve the problem and train those working on the initiative.. Accountable for increasing the number of associates capable of training and leading initiatives using formal problem solving tools for the group they support. This includes focus on creating a work environment that engages employees at all levels in the business to help drive out unnecessary work, improve and simplify processes , and continually reduce costs.
Certified Lean Six Sigma Black Belt	Certified Lean Six Sigma Black Belt are most effective in full-time position, where the black belt is the expert who coaches and train others as well as demonstrates are mastery of the art. Often, black belt are individuals who have studied and demonstrated the skill in implementation of the principles, practices, and techniques of lean six sigma for minimum cost reduction and profit improvement. A black belt also represents a career advancement of influence and authority over assets, processes and people.
Certified Lean Six Sigma Master Black Belt	Certified Lean Six Sigma Master Black Belt are typically a full time position in the organization that are first and foremost, the teacher and mentors for black belt. To be master black belt, an individual must be an active black belt who continuously demonstrates the ability and skill through significant positive financial impact and customer benefits on projects.

EXAMINATION

Certification Scheme Field Title	Competency Aspect
Certified Lean Six Sigma Yellow Belt	<ul style="list-style-type: none"> • Organization Culture Change • Continuous Improvement Process • Continuous Improvement Techniques
Certified Lean Six Sigma Green Belt	<ul style="list-style-type: none"> • Enterprise-Wide Deployment • Team Organization and Dynamic • Measure — measuring and Quantified the Opportunity • Analyze — Analyzing the Opportunity • Improve — solution Implementation • Control — Ensure sustainability
Certified Operational Excellence Manager	<ul style="list-style-type: none"> • Organization Leadership • Strategic Plan Development and Deployment • Management Elements and Methods • Quality management Tools • Customer Focused Organization • Supply Chain Management • Training and Development
Certified Lean Six Sigma Black Belt	<ul style="list-style-type: none"> • Organization — Wide Deployment • Organization process Management and Measure • Team Organization and Dynamic • Define — Opportunity Identification • Measure — Measuring and Quantified the opportunity • Analyze — analyzing the opportunity • Improve — Solution Implementation • Control — Ensure Sustainability
Certified Lean Six Sigma Master Black Belt	<ul style="list-style-type: none"> • Enterprise — Wide Planning Deployment • Cross — Functional Competencies • Project Management • Training Design and Delivery • Mentoring Responsibility • Advance Measurement methods and Tools

Assessment/Examination

		Q– Based			
		Assessment			
	BizX 112131	BizX 112132	BizX 112133	BizX 112134	BizX 112135
Personal Attribution	Psychometric test	Psychometric test			
Comprehension	Theory Exam	Theory Exam			
Skill Performance	Presentation	Presentation			
Analytical					
Industry Performance					

		IE—Based			
		Assessment			
	BizX 112131	BizX 112132	BizX 112133	BizX 112134	BizX 112135
Personal Attribution	Psychometric test	Psychometric test	Psychometric test	Psychometric test	Psychometric test
Comprehension	Analysis report (Actual project)	Analysis report (Actual project)			
Skill Performance	Presentation	Presentation	Presentation	Presentation	Presentation
Analytical			Analysis report (Actual project)	Analysis report (Actual project)	Analysis report (Actual project)
Industry Performance			Affidavit Form (Compulsory Site verification if applicable)	Affidavit Form (Compulsory Site verification if applicable)	Affidavit Form (Compulsory Site verification if applicable)

CERTIFICATION

Certified person shall granted IPEC Card which include:

- Full name of the certified person
- Scope of certification
- Field of certification
- Date of certification issue
- Validity of certification
- IPEC Certified person logo
- An unique identification number for each Certification

SURVEILLANCE

Scheme Field Code	Maintenance of Certified person Title	Condition of Surveillance
BizX 112131	Certified Lean Six Sigma Yellow Belt	Attending at least 24 hours recognized CPD training per year
BizX 112132	Certified Lean Six Sigma Green Belt	
BizX 112133	Certified Operational Excellence Manager	
BizX 112134	Certified Lean Six Sigma Black Belt	
BizX 112135	Certified Lean Six Sigma Master Black Belt	

PERSONAL ATTRIBUTES

The demonstration of defined personal attributes contributes to the competent performance of a certified person. A certified person under this scheme is expected to demonstrate the IPEC defined personal attributes as below:

Efficiency	A balanced correlation shown in both duties and public relation;
Cooperative	show the ability to adapt and cooperate with various types of people in several situations and handles with change;
Progressive	perform the ability to pursue a pre-determined method;
Perceptive	capability in determined the patterns and acceptations in complex situations;
Rational	capability in judgement based on reasonable logic and facts;
Proactive and Organized	Shows the ability of personally well-planned and able to takes the initiative with issues
Diplomatic	shows tact and recite to others in appropriate situations
Confident	Ability to show full assurance and competency in reaction on numerous types of challenges such as composure and calmness.
Adaptable	Demonstrates a balanced global and detail focus
Decisive	Accelerate decisions systematically
Ethical	Sincere, truthful, fair, honest and discreet
People Sensitive	Responsive to and able to ascertain a person's emotional state;

CODES OF CONDUCTS

Certified person have a obligation to oblige with IPEC Code of Conduct as condition of certification, surveillance and recertification.

- I will exercise honesty, objective, and diligence in the performance of my duties and responsibilities
- I will continually strive for improvement my proficiency, and in the effectiveness and quality of my service
- I will not accept anything of value from an employee, client, customer, supplier, or business associate of their organization that would impair or be presumed to impair my judgement and profession integrity
- In practice of my profession, I shall ever be ever mindful of my obligation to maintain the high standards of competence, morality, and dignity promulgated by this code
- I will be prudent in the use of information acquired in the course of my duties. I shall not use confidential information for any personal gain nor in any manner that would be contrary to law or detrimental to the welfare of any or my employing organization
- I will not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process
- I will guide those needed personnel in developing their professional competencies
- Will not act in any way that would prejudice the reputation of IPEC Certification Scheme and fully accept to enquiry in the event of any alleged breach in this code

UPGRADE & EXPANSIONS OF CERTIFICATION

All certified person are encourage to upgrade or expand their scope of certification which is the best way of demonstrating commitment in continuous personal development.

Certified person can expand their scope of certification by request on IPEC

The addition competencies, as defined in this document, required for the scope & field applied must be demonstrate and evidence provided with the application.

REDUCTION OF CERTIFICATION

Certified person can reduce their scope of certification by applying in writing.

Reduction in certification shall be advised to Certified Person by IPEC after evaluation of the application.

IPEC does not refund fees to any certified persons when reducing certification.

SUSPENSIONS

IPEC reserves the right to suspend certification as a result of investigation into the conduct or performance of Certified person. Refer to the complaints process for details.

IPEC does not refund fees to any Certified person when suspending certification.

Certified person is required to return the IPEC Care to IPEC.

WITHDRAWALS

IPEC reserves the right to withdraw certification as a result of investigation into conduct or performance of Certified person.

IPEC remains sole owner of any IPEC Card and Certificate issued to Certified person. In the event of withdrawal of certification, the IPEC Card and Certificate issued must be returned to IPEC, Certified person are cease to use the certification Marl and IPEC Card and required to return the IPEC Card and Certificate of IPEC upon request.

Certified person can withdraw their certification by applying in writing to IPEC.

IPEC does not refund fees to any Certified person when withdrawing certification.

COMPLAINTS

Complaints shall be submitted in writing to IPEC.

Complaints against Certified person:

Complaints will be reviewed and investigated by IPEC using documented procedures. A valid substantiated complaint may result in cancellation of certification.

Complaints against IPEC maybe submitted in writing to IPEC. Each complaint will be reviewed, investigated, and resolved in a timely manner through a formal documented process. IPEC Certification Scheme Committee will investigate complaints against IPEC.

APPEALS

An appeal against adverse certification decisions or withdrawal of certification must be submitted in writing. The written appeal will be reviewed, investigated and resolved in a timely manner through a formal documented process. Appeals may be made on the following decisions:

- **Refusal to grant initial certification**
- **Refusal to grant continuation of certification**
- **Refusal to grant an expansion of certification**
- **Reduction in certification**
- **Suspension**

All appeals shall be submitted in writing to IPEC via the website or by hand.. The Certified person shall submit his or her appeal o IPEC no later than 30 days after notification of the decision