

# Quality Guideline

## Certification Program

### Six Sigma Green Belt *Certification*



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## Changes

The following changes have been made compared to the version dated October 1<sup>st</sup>, 2020

- a) Adaptation of the document layout to the new design
- b) Footer update
- c) Correction of spelling mistakes

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## Previous issues

Version from October 1<sup>st</sup>, 2020

Version from November 27<sup>th</sup>, 2014

Version from August 28<sup>th</sup>, 2012

Version from August 8<sup>th</sup>, 2011

Version from December 14<sup>th</sup>, 2008

## Type and scope of certification

There are two basic criteria for Six Sigma Green Belt certification:

1. Participation in a Six Sigma Green Belt training course
2. Successful practical application of the Six Sigma methodology

### 1 Participation in a Six Sigma Green Belt training

For the Six Sigma Green Belt training program, a minimum of 8 days of instruction with a minimum of 80 teaching units of 45 minutes each plus breaks must be completed to teach the content described below and to achieve the required level of instruction.

Typically, this involves 10 days of teaching, totalling 100 teaching units of 45 minutes each, plus breaks. There are usually 2-3 training blocks spread over approx. 3 months.

The minimum requirements for the training content of this Six Sigma Green Belt training course must be complied with in accordance with the guidelines of the Quality Guideline of the European Six Sigma Club - Deutschland e.V.

Participation in such a training course approved for certification must be evidenced by means of a certificate of attendance. If necessary, e.g. if the certifying Master Black Belt is not aware of the training framework and is therefore unable to assess conformity with the ESSC-D guidelines, the person to be certified must provide appropriate evidence of the duration, scope and depth of the training.

## 2 Successful practical application of the Six Sigma methodology

The evaluation assesses the execution of Six Sigma projects with the participation and leadership of the Green Belt. Six Sigma Green Belt projects are individual challenging work packages.

The evaluation of the successful practical application of the Six Sigma methodology is based on two independent considerations

1. The evaluation of the project work
2. The correct and professional application of the tools

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### 2.1 Evaluation of the project work

The extent to which the project work has been successfully completed is assessed by the client after the project has been finalised.

The following points should be considered for this assessment:

- Do the improvement measures achieve measurable results?
- Does the certificate holder support the improvement initiatives in general?
- Is the knowledge gained being shared with others?
- Are the tools and the Six Sigma methodology integrated and applied in the daily workflow?
- Are other improvement opportunities identified in addition to those already commissioned?

## 2.2 Correct and professional application of the tools

The correct use of the tools is assessed by a Master Black Belt.

There are 8 categories of tools and methods for this assessment. For successful certification, 6 of the 8 tool categories must be applied. At least one successfully completed project must be submitted with appropriate documentation and presentation. Other applications from other projects or from daily work can also be assessed if the certificate holder can demonstrate that they have been applied.

### Tool categories

#### 2.2.1 Project strategy

The DMAIC methodology must be recognisable and must have been completed in its individual stages.

#### 2.2.2 Process sequence plans or flow charts

This includes SIPOC as well as detailed flow charts and the collection of influencing factors (inputs) and results (outputs)

#### 2.2.3 Cause and effect analysis

e.g. Ishikawa (fishbone diagram) or cause & effect matrix

#### 2.2.4 Handling of key metrics

This includes the graphical and statistical analysis of the data required for the project

#### 2.2.5 Evaluation of measurement equipment

A measurement system analysis for measured values (Gage R&R or MSA type 1) or attributes (attributive correspondence analysis) must be used

#### 2.2.6 Risk assessment

An FMEA (Failure Mode and Effects Analysis) or a risk analysis must be used.

#### 2.2.7 Statistical test methods

At least one of the statistical tests must be used. These include the t-test, the analysis of variance, regression and chi-square test.

#### 2.2.8 Monitoring and control strategy

To ensure the consistency of the implemented improvement measures, an appropriate control and monitoring loop (monitoring tool) needs to be introduced.

