



ASQ SIX SIGMA BLACK BELT CERTIFICATION PROJECT AFFIDAVIT/VERIFICATION FORM

Please see the explanation of how to fill out this form on the reverse side

One of the requirements for application approval to take ASQ's Six Sigma Black Belt certification exam is the demonstration of experience. Six Sigma Black Belt affidavit(s) must be completed and submitted attesting to that fact. Provide **two** signed affidavits attesting to the completion of two Six Sigma projects, signed by the project champion(s). If two Six Sigma projects have not been completed, **one completed** project will be allowed providing you have at least **three** years of work experience covered by the Six Sigma Black Belt Body of Knowledge (BOK).

- Check here if **two** projects have been completed.
- Check here for **one** completed project **and three years of experience**.

If you have not completed at least one Six Sigma project, you will not be allowed to take the examination.

Completed, signed affidavits can be e-mailed to cert@asq.org. The signed Six Sigma affidavit(s) must be received at ASQ **within one week of receiving your application**. If not, your application will be cancelled and a partial refund (less the application fee) will be returned to you.

1. Six Sigma Project completed by _____
(applicant's name, please print) (member number)

2. Six Sigma project title _____

3. Provide a brief description of the purpose of the project, and how it related to the business objective:

4. Six Sigma project's start and completion dates by month/year: _____

5. Provide a brief description of applicant's hands-on performance in completing Six Sigma project. Please include specific examples of tools used and how they were applied, e.g., process maps, metrics (DPU, DPMO, RTY), procedures, charts, etc. Do not send documentation.

6. Provide a brief statement on the benefits achieved by the successful completion of the project, including but not limited to financial savings, labor, material costs, cycle-time reduction, etc. (Measured before-and-after benefits must be included. For example, cycle-time reduction of 15%.)

7. Verification of completion by project champion

Verification form completed by: _____
(project champion's signature) (date signed)

Champion's name _____ Job title _____

Company name _____

Address _____

Project champion's e-mail address _____

Project champion's telephone _____

SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE

Six Sigma is a statistical measure of variability, typically in a given process. Its use is not limited to manufacturing, but as an example, it could be used to measure the number of substandard products. In the service industry, it could quantify delays in delivery or lag time in other processes. A successful Six Sigma project should yield virtual defect-free performance. It is a project that will provide breakthrough performance or improvement, which typically equals great monetary benefit to a company.

Before being allowed to take ASQ's Six Sigma Black Belt certification examination, an applicant must demonstrate experience in the use of the Six Sigma methodology. Six Sigma Black Belt affidavit(s) must be completed, signed, and submitted **before** an applicant will be allowed to take the examination. Completed affidavits can be e-mailed to Certification Offerings e-mailed to cert@asq.org. The signed Six Sigma affidavit(s) must be received at ASQ within one week of receiving your application. If not your application will be canceled and a partial refund (less the application fee) will be returned to you.

1. Please print name of Six Sigma Black Belt applicant, along with her/his member number.
2. List the official name of the Six Sigma Black Belt project, as listed on your Six Sigma charter.
3. Explain briefly the problem you needed solved and how it related to your organization's objectives.
4. List the project's start and completion dates by month and year.
5. Please list the Six Sigma tools used. Be specific as to the name of the tool; specify data, measures, and metrics used. Provide as many examples as possible. Do not send any actual charts, maps, etc.
6. Explain briefly how close you came to reaching your goal and list the success(es) of this project. These may include, but are not limited to, financial savings, labor savings, material costs, cycle-time reduction, increased customer satisfaction, etc.
7. Verification section must include the project champion's signature and date signed. In addition, please print the name of the project champion and provide job title and company address. Please include telephone, and e-mail information for verification purposes.

If ASQ has any questions or needs to verify any of the information provided in this affidavit, we will contact the project champion.

What is the definition of a Six Sigma project?

Six Sigma is a method for reducing variation in manufacturing, service, or other business processes. Six Sigma projects measure the cost benefit of improving processes that are producing substandard products or services. Whether in manufacturing or service industries, such projects quantify the effect of process changes on delays or rework. The goal of each successful Six Sigma project is to produce statistically significant improvements in the target process; over time, multiple Six Sigma projects produce virtually defect-free performance. The Six Sigma Black Belt project is one that uses appropriate tools within a Six Sigma approach to produce breakthrough performance and real financial benefit to an operating business or company.

The tools are generic. It is the structure of the project and the associated process (improvement model) that distinguish a Black Belt project from other similar quality improvement projects. Financial impact as an outcome is also a requirement within a Black Belt project when compared to other projects.

The following examples are not all-inclusive, but will provide examples of acceptable and unacceptable projects:

Examples of projects that qualify:

- Manufacturing product defect reduction
- Human resources recruitment cycle-time reduction
- Reduced accounts payable invoice processing costs
- Reduced manufacturing machine setup time

Projects that do not qualify:

- Prepackaged or classroom exercises that are mock or simulated projects that were previously completed and/or that do not include actual "hands on" work
- No real organization or business unit; no current problem or cost benefit
- Basic product improvement projects not associated with process improvements
- Software maintenance or remediation without detailed process measurements
- Any project without measured before-and-after cost benefits