



CQE Training & Consultancy Plt (Reg No. : LLP 0003668 LGN)

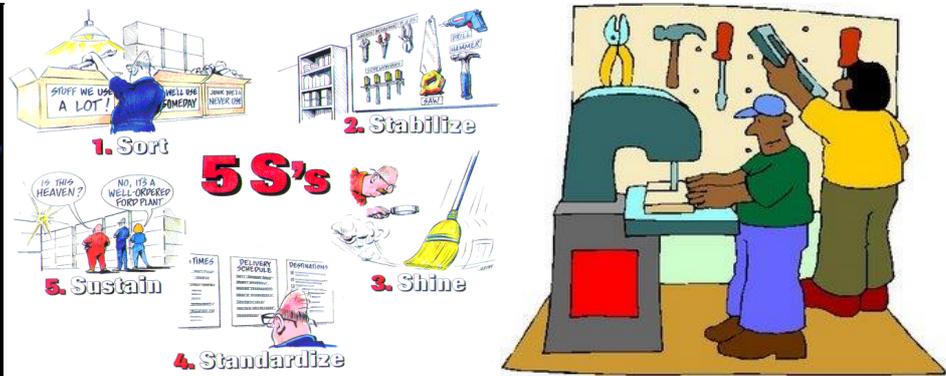
Registered Office : No. 46, Lorong Bintang, Taman Tasik Permai, 34000 Taiping, Perak. Malaysia.

Operating Office : No. 85A (1st. Floor), Jalan Barrack, 34000 Taiping, Perak. Malaysia.

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5S TOWARDS GOOD MANUFACTURING PRACTICE



Introduction

To maintain a permanently clean and safe environment for the workplace, it is important to introduce a highly effective housekeeping system. This course is primary designed to create an understanding of the principles of SEIRI, SEITON, SEISO, SEIKETSU and SHITSUKE and to examine how these practices can be benefit the organization in achieving a safe, healthy and quality environment.

Learning Outcomes/Objectives

Participants will learn

- ✓ Understand the benefits of 5S programme;
- ✓ Practice good housekeeping and workplace organization;
- ✓ Implement and maintain an effective housekeeping system to achieve a quality environment.



Who Should Attend

Executives, Front Line Managers, Supervisors and Line Leaders at the shop floor level who are responsible towards achieving a quality and productive environment in their company.

Learning Methodologies

Interactive and practical session; incorporating discussions, presentations, video showing and workshop.



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Also available as
in-house programme

Course Contents

Overview

- KAIZEN and 5S Housekeeping
- Benefits of 5S
- What is 5S?

SEIRI – Sorting / Organization

- Sort and Dispose
- Solving the Root Cause
- “Red Tagging” Strategy

SEITON – Arrange / Orderliness

- “Everything has a place ...”
- “Sign Board” Strategy
- Guiding Principle of Neatness

SEISO – Cleaning

- Whose responsibility?
- Cleaning Schedules
- 5S Drills

SEIKETSU – Standardization

- Company Wide Standardization
- Colour Coding
- Visual Identification & Management

SHITSUKE – Discipline / Training

- The Most Important S
- Team Responsibility

CHECKLIST

- Sample Checklist
- How to prepare 5S Checklist

Critical Success Factors

- Planning
- Roles of Steering Committee
- Training
- Evaluation & Recognition
- Continuous Improvement

5S Implementation Steps

5S Promotion and Implementation Tools

Case Studies

- A 5S Campaign Planning Proposal
- A 5S Campaign for Small and Mid Sized Company
- A 5S Campaign for Large Company

Picture Showing & Practical Live Audit

Duration

2 Days

Facilities Needed

LCD, VCR Player and TV, White board and Flip Charts, Training Room arrangement in “ U “ shape.