



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

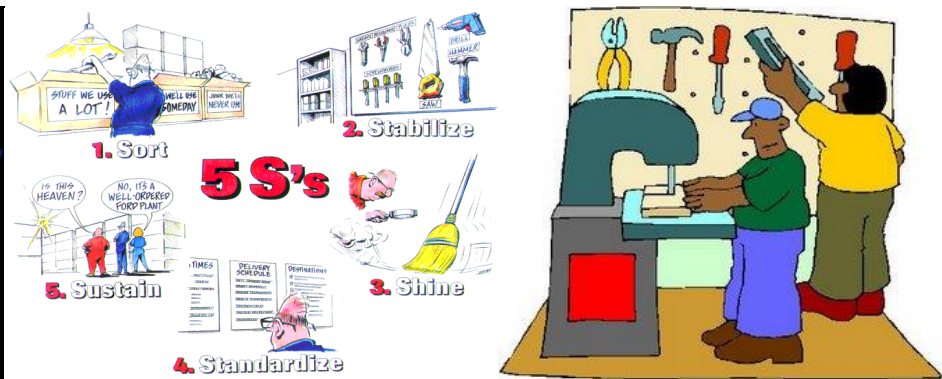
Registered Office : No. 46, Lorong Bintang, Taman Tasik Permai, 34000 Taiping, Perak. Malaysia.

Operating Office : No. 85A (1<sup>st</sup>. 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.