

COURSE TITLE : 5S AWARENESS TRAINING

INTRODUCTION

Production wastage, missing of parts/equipment, high frequency of machinery breakdowns, high accident rate, time loss due to production down time, and spending time to locate documents/parts/equipment are always the silent cost contributor to a company. The training will use a lot of case studies and exercises to guide the participants through the whole process of implementing 5S at their workplace. They will also be trained to design & develop the various types of 5S implementation tools & checklists.

COURSE OBJECTIVE

By the end of this course, participants will be able to:

- Describe the concept and principle of 5S.
- Use the SEIRI Technique to create a more spacious workplace.
- Use the SEITON Technique to cost down the wastage/time loss due to items missing, times of locating items or accidental damages.
- Use the SEISO Technique to create a cleaning, checking and maintenance system for machines & workplace.
- Use SEIKETSU Checklist and SHISUKE activities to install the 5S Habit.
- Work out an action plan to create a productive workplace at your production area/warehouse/office.

COURSE CONTENT

DAY 1

- Introduction
- 5S – A Way To A Productive Workplace
- Success Story – Creating A Productive Workplace
- SEIRI – Creating A More Spacious Workplace
- SEITON – Creating A Well Organized Workplace
- Workplace Organization
- Storage Organization
- Storage Tracking System

DAY 2

- SEISO – Creating A Well Maintained Workplace
- Surroundings & Storage Cleaning System
- Machinery/Equipment Maintenance System
- Machine Maintenance Tracking System
- SEIKETSU – Maintain The 5S System
- Discipline & High Morale
- Walk The Talk – How To Start?

For Further Training Information

For further training information and/or course booking, please contact:

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