

Training Subject: Productivity, Safety and Effective Proper Housekeeping Through 5S
(2 Days Course; 9.00 am to 5.00 pm)

Day 1

Time	Subject
9:00 am to 1:00 pm	<p>The origin of the term 5S.</p> <p>Part 1 - Understanding the Philosophy and Power of 5S.</p> <ul style="list-style-type: none">➤ 4 Major Objectives of 5S programme➤ 7 solid reasons for 5S popularity➤ The Definition of Seiri➤ The definition of Seiton➤ The definition of Seiso➤ The definition of Seiketsu➤ The definition of Shitsuke➤ Three different types of workplace➤ Repeating the 5S cycle➤ Four key factors for successful 5S➤ 5S is fundamental to productivity improvement
1.0 pm to 2.0 2:00 pm	Lunch
2:00 pm to 5:00 pm	<p>Part 2 – Effective step by step implementation of a 5S programme towards productivity & safety</p> <ul style="list-style-type: none">➤ Big Cleaning by all colleagues➤ Initial Seiri<ul style="list-style-type: none">- How to seiri your workplace- Why does unnecessary items accumulate- When, who and where to seiri Unnecessary items➤ Daily Seiro, Seiton and Seiso

**Training Subject: Productivity, Safety and Effective Proper Housekeeping Through 5S
(2 Days Course; 9.00 am to 5.00 pm)**

Day 2

Time	Subject
9:00 am to 1:00 pm	<ul style="list-style-type: none"> ➤ How to Seiton workplace <ul style="list-style-type: none"> - Seven Seiton principles - FIFO, Random Access, LIFO - FIFO Push out, Store according to product lines, sliding transport - Reserved seats, matching names - Seiri wastes, No horizontal piling, Nothing on floor - Quick retrieval, No horizontal piling, vertical holders - Labeling reserved seats, colour identifications - Matching labels and colour identifications - Matching labels, open/closed separation - Effective use of space
1.00 pm to 2:00 pm	Lunch
2:00 pm to 5:00 pm	<p>Workshop 1.</p> <ul style="list-style-type: none"> - Own designated locations for pallets, carts, wagon, forklifts and the like - Maximum stacking height indications for safety and quality - Marking of carton and containers as to orientation – top and bottom - No lifting by hand, but encourage sliding or rolling - Identification of control limits, colour labelling for invisible substances - Hoses of different colour used, e.g. hot and cold water and a hanger is used ➤ Good Seiso practises ➤ Maintaining & Upgrading an attained level of Seiketsu ➤ Some suggested Shitsuke practices