5S GOOD HOUSEKEEPING PRACTICES

16 March 2021, 9am – 5pm @ Zoom

HRDF CLAIMABLE

COURSE FEE: RM149/pax

Register via online www.skillup.com.my/cc/qc

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INTRODUCTION

5S is an abbreviation of Japanese words SEIRI (Sisih), SEITON (Susun), SEISO (Sapu), SEIKETSU (Seragam), and SHITSUKE (Sentiasa Amal) are simple but effective methods to organize the workplace.

The 5S philosophy focuses on simplifying the environment, reduce waste, and improve quality, productivity and safety. Once fully implemented, the 5S can increase moral, create positive impressions on customers, and increase efficiency of an organization.

OBJECTIVES

At the end of the program , the participants able to:

- Discuss the detail of 5S Approach and importance of applying 5S in the entire organisation's processes and departments.
- Identify the 5S challenges in a given area.
- Identify opportunities for improvement using 5S principles.
- Introduce and embed 5S changes to the workplace for sustained improvement.

COURSE CONTENT

5S Program Overview

- What is 5S all about?
- Origin of 5S
- Why do we practice the 5S?

Sort (Seiri)

- Meaning
- Methods
  - Red Tag Process
  - Red Tag Inspection List
  - Red Tagged Items Log
  - Decide What to do With Dispossessed Items
- Benefits

Set in Order (Seiso)

- Meaning
- Methods
  - Designated locations
  - Design your workplace for efficiency
  - Visual Control of Tool Storage
  - Visual Management of Inventory and Stock
- Benefits

Shine (Seiton)

- Meaning
- Methods
  - Divide the total area in zones and allocate responsibility for cleaning for each zone.
  - Decide on cleaning points, order of cleaning, type of cleaning, cleaning aid required, et
  - Display cleaning schedule
  - During cleaning look for defective conditions (loose bolts, vibrations excessive sound, high temperature, fallen tools, etc.) and solve the problem
- Benefits

Standardize (Seiketsu)

- Meaning
- Methods
  - Document procedures and guidelines for sorting, set in order and shine
  - Make a checklist for each section and train your people in using them
  - Carry out periodic evaluation by using the above check list
  - Use visual management to act quickly
- Benefits

Sustain (Shitsuke)

- Meaning
- Methods
  - Create awareness and publicize the system
  - Create a structure / program of how and when 5S activities will be implemented.
  - Formulate guidelines for audit/evaluation of 5S implementation
  - Provide management support by providing resources and leadership
  - Reward and recognize best performers
- Benefits

5S Implementation

- Critical Success Factors

TARGET AUDIENCES

All employees including office staffs, Supervisors and Team Leaders.

DURATION

1 Day (7 Hours)