

# As a factory leader, are you already being able to effectively conduct and maintain 5S activities at the shopfloor?

- Are you aware of the importance and roles of 5S implementation at the factory?
- Are you well-equipped with the knowledge of steps and processes of conducting 5S activities?
- Do you know how to check and evaluate the implementation of 5S activities at factory in general and at your section in particular?
- Do you know how to discipline your inferiors to obey the regulations of 5S implementation?

## 5S Implementation at factory

**Target: Supervisors, Team leaders and Line leaders etc.**

**Training venue: At client's company as required (3 days)**

### Objectives

- Understand the meaning of 5S and various tools and methods to conduct 5S at the worksite.
- Increase the capability of implementing 5S to the factory by line model practice.

### Content

#### Part 1: Overview of 5S

1. What is 5S (Seiri – Seiton – Seiso – Seiketsu – Shitsuke)?
2. The meaning & benefits of 5S implementation
3. The roles & responsibilities of a leader in implementing 5S activities

#### Part 2: Conducting 5S activities at factory

##### 1. Seiri (Sort)

- Make plan and steps to implement “Red tag campaign”
- Methods of making red tag
- Why do the unnecessary things reappear?

##### 2. Seiton (Set in order)

- Make plan and steps to implement Seiton
- Visual management techniques  
~ Mapping/ colouring working areas, Using boards for  
direction and equipment arrangement instruction ~
- 7 principles and guidelines for implementing Seiton

##### 3. Seiso (Shine)

- Make plan and steps to implement Seiso  
~ Clean, check and prevention process ~
- Methods of making check list
- Guidelines for implementing Seiso

##### 4. Seiketsu (Standardize)

- Maintain and standardize the implementation of 3S

##### 5. Shitsuke (Sustain)

- Discipline employees to obey the regulation of 5S implementation
- Organize movements promoting 5S activities

#### Part 3: Steps to conduct and evaluate 5S activities

- Develop policies and standards for 5S implementation
- Standardize the implementation of 5S activities
- Evaluate the implementation of 5S activities

#### Part 4: 5S study tour at factory

1. Visit the process of conducting 5S activities at factory
2. Evaluate the implementation of 5S activities after study tour

#### Part 5: Action plan for implementing 5S at factory

※ The above content is subject to change without prior notices.



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