

# 5S Implementation at factory

~Acquire sufficient leadership to promote 5S activities~



**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?

## CONTENT

### Part 1: Overview of 5S

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

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

#### 2.1. Seiri (Sort)

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

#### 2.2 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

#### 2.3. Seiso (Shine)

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

#### 2.4. Seiketsu (Standardize)

- ◆ Maintain and standardize the implementation of 3S.

#### 2.5. 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

- ◆ Visit the process of conducting 5S activities at factory
- ◆ Evaluate the implementation of 5S activities after study tour

### Part 5: Summary and Action Plan

※The above content is subject to change without prior notices

## 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.

## TARGET



- ☒ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

## METHOD



**30% theory, 70% practice** through group discussions, presentations, case studies, role-playing, games, etc.



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