



Consultancy and Training (Onsite) on 5S–Workplace Organization (Lean Manufacturing)



(SORT, SET IN ORDER, SHINE, STANDARDIZE & SUSTAIN)
by

Quality Management Systems.9000

About QMS.9000

Quality Management Systems.9000 is a leading **Consultancy** and **Training** organization with our services associated with best practices based on various international standards such as ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System), OHSAS 18001 (Occupational Health and Safety) ISO 17025 (Lab Management System), ISO 27001 (Information Security Management System), BS 25999 (Business Continuity Management), and ISO 20000 (IT Services Management System) to name a few. In addition, we also provide management and financial auditing services, feasibility studies and survey services to facilitate our clients. In a decade of existence, QMS.9000 has already served over 800 clients, and provided training services to 7000 professionals belonging to Private, Government and Defence Sectors.

Benefits 5S

- ✓ The company will see a reduction in lost time
- ✓ The company will see reduction in cost
- ✓ The company will see a saving in space
- ✓ The company will see a reduction in quality problems
- ✓ The company will see a more tidy, orderly and effective workspace
- ✓ The company can start to implement quality improvements

Contact Us:

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5S Training Objectives

- ✓ To introduce the concepts of 5S and Visual management
- ✓ How to sustain the last 3 S's
- ✓ How 5S fits with other quality tools
- ✓ How to mobilize your people to embrace 5S

5S Content

- **Introduction**
 - What Is 5S
 - Benefits Of 5S
 - 5S Visual Management
 - Waste Elimination Through 5S
- **5S Discussion and Implementation**
- **SEIRI - SORT**
 - Sort – Keep Only What Is Needed Today
 - Red Tag Process
 - Decide What To Do With Dispossessed Items
- **SEITON – SET IN ORDER**
 - Set-In-Place To Make Life Easy
 - Floor Marking
 - Shelf, Rack And Bin Labeling
 - Visual Management Of Workplace
- **SEISO - SHINE**
 - Shine – See Problems When They Are Small
 - 5S Examples – Shine
 - Define Cleaning Schedules
- **SEIKETSU - STANDARDIZE**
 - Standardize – The Same Rules For All
 - Being Visual – Know Exactly What Is Happening
 - Use Visual Management To Show Status
 - What Visual Management Would Help Here?
- **SHITSUKE - SUSTAIN**
 - Sustain – 'This Is How We Do It Here
 - Weekly And Monthly Feedback On Performance
 - Workplace Measurement Checklist – Tracking Your Performance
 - Maintaining The 5S System
- **5S AUDITING**
 - Audit team Management
 - 5s Audit Checklist
 - 5s Non-Conformance