

## 5S HOUSEKEEPING

### INTRODUCTION

5S practices is a concept which can be applied in the workplace by workers. It can create workplace which are more conducive, clean and tidy. All workers must treat 5S as a daily activity and at the end, works become faster and easier. A major attraction of 5S is that it does not have to involve large capital investment, because at the heart of the concept is the belief that positive change occurs through investing in people “with every pair of hands comes a free brain”. Therefore, implementation, though not cost-free, can be a low-cost investment. Which makes it accessible for all types of organisations. Through 5S implementation and practices everyone can contribute towards increasing company’s productivity and quality.

### COURSE CONTENTS

- The Importance of Productivity & Quality
- Understanding the Concept of 5S
- Benefit of 5S Practices
- 5S Excellence Location (Slides)
- Key to 5S Success
- Step by Step Implementation of 5S Program
  - \* Step 1 & 2: Preparation & Official Announcement
  - \* Step 3 & 4: Big Cleaning & Initial Seiri
  - \* Step 5: Daily Seiri, Seiton & Seiso
  - \* Step 6: Periodic 5S Audit
- Recognition and Appreciation
- Maintaining / Sustaining 5S

### WHO SHOULD ATTEND

CEO, General Managers, Managers, Supervisor and Workers

### RESOURCE PERSON

**Mohd Rizal Ayob** has been involved in the arena of Training and Consultancy for the past 10 years. He was formerly with the National Productivity Corporation for 8 years where he was involved Productivity and Quality training and Consultancy programmes. Over the years, he has accumulated vast, hands-on working experience in the various sectors and industries which has actually contributed greatly to making his training session practical and performance orientated.

Duration  
2 days

SSTC Member  
RM 742.00

Non SSTC Member  
RM 795.00

SME  
Training Grant  
RM 238.50

\*all rates are inclusive  
of 6% GST

For more information or registration, contact:

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