

# 5S GOOD HOUSEKEEPING PRACTICES

## INTRODUCTION

Good Housekeeping practices at the workplace have proven to raise the level of productivity for many organizations. Using this relation between housekeeping and productivity as a basis, organizations should take steps on a regular basis to reduce its costs through the elimination or reduction of wastage. To achieve this, employees should be trained to carry out 5S Good Housekeeping to identify and eliminate waste in their organizations. 5S Good Housekeeping is a simple, systematic and successful way to an improved workplace. An organized workplace is a safer place. It also leads to a cleaner and neater environment and happy workers

## COURSE CONTENTS:

1. Introduction:
  - Why 5S?
  - Benefits to workers and organization
  - Japanese factories – well known for cleanliness and orderliness. How and why?
2. 5S Good Housekeeping Principles:
  - Seiri (Sort)
  - Seiton (Set-in-Order)
  - Seiso (Shine)
  - Seiketsu (Standardize)
  - Shitsuke (Sustain the Self Discipline)
3. Good housekeeping practices:
  - Different classes of workplace
  - Sorting and Red Tagging exercises
  - A place for everything and everything in place
  - Cleaning is checking. Use our senses while cleaning
  - Examples of world class Visual Management practices
  - Guidelines for 5S audits
  - Management reinforcement/change to adapt 5S concept and religiously followed by all parties concerned.
4. Exercises
  - Shop floor line tour / 5S trial audit
  - Class exercise: To improve one sample work station by learning to apply 5S principles
  - Visual Control Management exercise.

## COURSE OBJECTIVES :

At the end of the course, participants will be able to:

- Understand the basic 5S Principles
- Practice good housekeeping through the 5S method
- Convince workers of the benefits of good housekeeping
- Plan out a proper housekeeping audit
- Maintain good housekeeping through discipline.

**WHO SHOULD ATTEND:**

- Managers, Executives, Supervisors and other employees selected for plant wide 5S Housekeeping program

**ADMINISTRATIVE DETAILS**

Duration : 1 day

Time : 9.00am – 5.00pm

Venue : In-house training program

Language Medium : English

**TRAINER:**

**Nelson Kok** is a graduate from the Universiti Sains Malaysia, and holds a Master in Business Administration and B.Sc (Hons) degree in Physics. He has more than 19 years of work experience, working with both multinational companies such as AT&T Consumer Products Pte Ltd, Corner Peripherals Sdn Bhd, Read-Rite (M) Sdn Bhd, and as well as local companies such as Globetronics Technology Berhad, Amquest Sdn Bhd and GGN Solutions Sdn Bhd. He is currently an entrepreneur running his own business and also an external consultant to various training providers.

He started his career as a Production Supervisor, Production Manager, HRD/Training Manager, TQM Manager and IT Manager. In the last 5 years, he held the position of General Manager in an Information and Communication Technology (ICT) company where he gained Internet Technology (IT) skills and entrepreneurial experience. Throughout his career, he was a certified trainer for many management, quality and productivity programs such as *5S Good Housekeeping, SPC, QCC, Quality Improvements using 7QC Tools, 7 Steps Problem Solving, QIT, TQM, MRPII, ERP, Team Building Program, Effective Meetings Workshop, Effective Supervisory Skills, Problem Solving & Decision Making, Effective Time Management, Motivation At Work, Frontline Leadership Program, and 7 Habits of Highly Effective People*. He has also conducted many quality audits and was directly involved in company's ISO 9002 and Quality Management Excellence Award (QMEA) certifications. He is currently involved in research, development and marketing of Internet Control Solutions and software packages. Nelson's area of specialization is in helping organizations to achieve higher productivity using proven Management, Quality and IT tools and techniques.