

Apply 5S Techniques in Manufacturing (Blended) SFw

Code: 5S

Duration: 16 Hours

Synopsis:

This module is developed to enable learners to acquire knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area. This will include how to organise the work area, maintaining the standards and having self-discipline in work area.

Course Objective:

On completion of this module, learners will be able to practice the skills and knowledge in the 5S techniques and apply them in their workplace.

Course Outline:

The knowledge and skills covered in this module include:

Skills:

- SEIRI - Clear unnecessary items from the work area
- SEITON - Organise work area in an orderly manner
- SEISO - Clean work area
- SEIKETSU - Maintain work area cleanliness
- SHITSUKE - Maintain self-discipline in work area

Knowledge:

- Purpose and benefits of 5S program
- Meaning and significance of SEIRI to own job and workplace
- Organisational criteria for identifying necessary and unnecessary items
- Methods, organisational guidelines and procedures to dispose unnecessary items
- Meaning and significance of SEITON to own job and workplace
- Organisational classification of necessary items
- Principles of effective storage
- The concept of visual management and its significance when performing SEITON
- Meaning and significance of SEISO to own job and workplace
- Factors causing unclean work area and items
- Organisational guidelines and procedures relating to cleaning and maintenance of workplace and items
- Meaning and significance of SEIKETSU to own job and workplace
- Benefits of standardising work area
- Meaning and significance of SHITSUKE to own job and workplace
- The importance of self-discipline in implementing 5S

For Whom:

Suitable for operational level.

Entry Requirements:

Participants are assumed to:

- Have basic knowledge of housekeeping concepts;
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This module can be conducted in either English or Mandarin.

Training Methodology:

This module is delivered through e-learning, lectures, group activities and demonstration.

Assessment Methodology:

Practical and oral/written assessments are conducted at the end of the training module.

Certification:

An individual who completes a module will be awarded a Statement of Attainment (SOA).