



WSQ Apply 5S Techniques in the Workplace *new version* incorporating “WSH: A 5S approach”

Target Audience:

The course would be appropriate for individuals who require the 5S skills and knowledge to organise their workplace and perform their jobs effectively

Duration:

8 Hours
(7 hours training + 1 hour assessment)

Medium of Instruction:

English / Mandarin

Training Venue:

ASPRI-Institute of Process Industry
ASPRI Integrated Training Centre (AITC)
5D, Jalan Papan S(619421)

Trainer to Trainee Ratio:

1:20

Course Fee (incl. GST):

Full Course Fee	\$321.00*
-----------------	-----------

SDF and Absentee payroll Funding available for S'porean/PRs

Course Outline:

Originally part of Lean manufacturing philosophy (also known as the Toyota Production System), the 5S approach methodology is to eliminate wasted time and unnecessary motion to train employees to be highly efficient and effective in their doing work.

The 5S approach:

- **SEIRI**
Clear unnecessary items from work area
- **SEITON**
Organize work area in an orderly manner
- **SEISO**
Clean work area
- **SEIKETSU**
Maintain work area cleanliness
- **SHITSUKE**
Maintain self-discipline in work area
- Reducing Wastes at the workplace
- Roles of employees
- 5S Activities

Assumed Skills and Knowledge:

Learners are assumed to

- be able to follow written and oral work instructions
- be able to listen, read, speak and write English at a proficiency level equivalent to the Employability Skills System (ESS) level 2
- be able to manipulate numbers at a proficiency level equivalent to Employability Skills System (ESS) level 2.

About the Course:

- Understand the importance of 5S (SEIRI, SEITON, SEISO, SEIKETSU, SHITSUKE)
- Understand each of the five S's and how each "S" builds upon the previous "S."
- Apply the 5S's to your work area
- Carry out 5S activities at your work area
- Evaluate 5S conditions of work area for non-conformance
- Apply 5S improvement tools
- Take corrective action against deterioration of 5S conditions in the work area
- Suggest and record 5S improvement ideas

Certification:

A Statement of Attainment (SOA) will be awarded to successful participants.

Funding Information*:

Funding is available for Singaporeans and PRs.

Please contact us at 6795 5700 for more information.

*Terms and conditions apply

Schedule and registration:

Please contact us at 6795 5700 or email to:

Ms Iris Wong at iris@ipi.org.sg

Mr Ben Tay at ben@ipi.org.sg