



Crystal Clean Solutions

**Training**  
Academy

**5S**



# 5S

<b>DURATION:</b>	1 Day
<b>ACCREDITATION:</b>	Crystal Lean Solutions
<b>COURSE CODE:</b>	1045

## AIM:

The aim of this 5S training programme is to provide the learner with the knowledge and skills to systematically and effectively manage their workplace environment to a 5S standard.

## OBJECTIVES:

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

- ✿ Define 5S and the benefits of 5S
- ✿ Explain the Key Elements of each of the 5S phases
- ✿ Describe how to implement 5S
- ✿ Utilise a sample audit check list to baseline and sustain 5S
- ✿ Apply 5s to a workspace using the flowchart provided

## THIS PROGRAMME IS FOR:

This programme is aimed at personnel involved in the managing the housekeeping of their own workplace organisation

## PROGRAMME CONTENT:

- ✿ Introduction to 5S and the benefits of 5S
- ✿ Overview of the 5S process
- ✿ Sort Phase – Red tag and process
- ✿ Simplify Phase- Examples of workplace organisation
- ✿ Workshop – Complete a 5S activity that highlights the first 2 S's in action
- ✿ Shine Phase – Examples of cleaning processes
- ✿ Standardise Phase – Examples of visual boards
- ✿ Sustain Phase – Example of audit programme
- ✿ Workshop – Numbers game highlighting the benefits of 5S in action
- ✿ Flowchart outlining key considerations when deploying 5S
- ✿ Practical – Complete a baseline audit of selected work area using template provided
- ✿ Practical – Complete a sort and simplify phase of 5S in a selected workplace

<b>ASSESSMENT:</b>	Not Applicable
<b>GRADING:</b>	Not Applicable
<b>PROGRAMME DELIVERY:</b>	Classroom
<b>TOTAL DURATION OF THE PROGRAMME INCLUDES:</b>	1 day
<b>CERTIFICATION CRITERIA:</b>	Attend Training
<b>CERTIFICATION BODY:</b>	Crystal Lean Solutions Certificate of Attendance
<b>RECOGNITION OF PRIOR LEARNING (RPL):</b>	Not Applicable
<b>PRE-REQUISITE:</b>	Not Applicable

**OTHER COURSES OF INTEREST FROM THE CLS TRAINING ACADEMY:**



- ✿ Rapid Problem Solving
- ✿ A3 Problem Solving
- ✿ Human Error Problem Solving
- ✿ Leadership Training
- ✿ Presentation Skills
- ✿ Teamwork & Conflict Management
- ✿ Lean Six Sigma Yellow Belt
- ✿ Lean Six Sigma Green Belt