



Background

The 5S programme enables organisations to establish and maintain a quality working environment. It is an essential prerequisite and foundation for a quality improvement programme. The programme is well established and is used extensively in the Far East and by major companies such as Boeing in the USA and Matra Marconi in the UK. It not only brings about a permanent improvement in the workplace environment but increases quality awareness amongst staff and produces measured cost saving.

Specific benefits will include an understanding of the 5S process of:

Sorting - removal of documents, records, equipment and other material not essential for the work of the department or organisation

Sweeping - making a tidier and cleaner workplace, where there is a place for everything and everything is in its place

Simplifying - elimination of unnecessary or duplicated effort, leading to process improvement

Standardisation - finding the best way to do the job, and ensuring that this is followed by all staff

Self-improvement - changing attitudes to one where staff are continuously searching for ways of improving the process and working environment

Course Objectives

As a result of operating a 5S programme, staff will be motivated to take more responsibility for the introduction of quality improvements, and will be better equipped to benefit from formal training in quality improvement techniques.

Who should attend?

Delegates do not require any special skill prior to attending this course. Everyone can participate. Indeed, it is essential that the training is undertaken by all staff if the full benefits of the programme are to be realised.

Ideally, all staff from a working group should attend the same session. The practical workshops involve all members of the group applying the 5S principles to improve the environment in which they work.

The course is equally suitable for service and manufacturing organisations.

Benefits

Companies will benefit by having knowledgeable and trained personnel, who take a pride in their work and surroundings.

Results can be impressive and benefits will include an improved working environment and increased efficiency. Many everyday problems disappear or are substantially reduced through the adoption of 5S practices.

Delegates will benefit by obtaining the knowledge, skills and confidence to apply 5S principles in the workplace. 5S training is an essential pre-requisite for more advanced quality improvement initiatives, such as ISO 9000, and the introduction of total quality management.

Programme

The 5S training will consist of short lectures in the training room, followed by the application of what is learnt in the working environment.



Location

This course can be offered:

- *In House*
Many companies will benefit from running in-house group programmes, as staff members can look directly at the organisation's systems.
- *Through our licensees (various locations)*
Individuals from different companies can share information and exchange benchmarking ideas in an open programme.

To discuss your training needs or request a quotation, contact Bill Fenton, Director of Training, using the details below.

In addition to the auditor training courses, we also offer quality and cost effective specialist open learning courses to the global electricity industry – see our website for details!



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