

# THE PRACTICAL ASPECT OF THE 6S ELEMENTS

## Objective

This programme is designed to provide the foundation block of lean management and continuous improvement programs.

## METHODOLOGY

This program is conducted in a highly interactive manner where it enables the participants to have experiential learning throughout the training session. All the modules include one or more of the following methodology:

1. Group work and exercises
2. Case study related to the organization
3. Lecture/Presentations
4. Practical – 6 S Audit

## TARGET AUDIENCE

All levels in an organisation: 6S is everyone's responsibility.

## MODULE 1 : The Need for 6S

- Provide structure for Workplace organisation and standardisation.
- A Journey to lean management.

## MODULE 2: The 6S Elements

- Sort
- Set in Order
- Shine
- Standardize
- Sustain
- Safety

## MODULE 3 : SORT

- Implementing the 4 steps
- Clear the Clutter
- Red Tag Strategy
- Determining of use of items
- Eliminate source of clutter

## Facilitator

Sajni Dharamdass

## MODULE 4: SET IN ORDER

- Arrange and label
- Visual controls
- Floor marking guidelines

## MODULE 5 : SHINE

- Purposes of Shine
- Steps to implement Shine
- Visually and physically sweeping

## MODULE 6 : STANDARDIZE

- Set up basic rules for 1<sup>st</sup> 3 S
- Problems arising if rules not set up correctly
- Take standardization to the next level: Prevention

## MODULE 7 : SUSTAIN

- Instil good habits
- Create conditions to promote discipline
- Measure performance and monitor improvements

## MODULE 8 : SAFETY

- Safety as top priority
- Techniques to increase safety awareness
- Typical safety concerns to consider

## MODULE 9 : AUDIT & MEASURE THE RESULTS

- Practical Audit at workplace
- Analyse the results
- Set a benchmark

## MODULE 10 : LEADERSHIP OF 6S

- Senior Management commitment
- Apply 6S in respective areas
- Routine checks and review adherence
- Set up 6S audit teams
- Provide recognition

Duration : 2 days