

## **6S TOWARD A QUALITY MANAGEMENT**

### **Key focus**

1. Understand the operational approaches and impact of the 6S in their organization
2. Learn the new additional 'S' in the former 5S family for better continuous improvement
3. Map the gap between ISO9001:2000 Quality Management System
4. Measure and monitor the 6S implementation through Level of Achievement tracking
5. Prepare, execute and refine a 6S Management System in the organization
6. Identify barriers and able to overcome them

### **Who will benefit**

Managers, engineers, line leaders, supervisors, executives who wish to implement 5S in their daily operations.

### **Methodology**

1. The session will be video-taped and reviewed at the end of the day on 'Things Gone Right' (TGR) and 'Things Gone Wrong' (TGW)
2. Case studies, which are built through actual working environments, small group practical exercises, small group discussion, facilitator presentations, skill practices, application planning and walk-through simulations.

**Take The Next Step**

## Day one

### 1. What is 6S All About?

- ▶ An overview of the 5S foundation with the introduction to the additional 'S'
- ▶ Benefits and operational impacts of implementing the 6S

0900-1030

### 2. Why is the need of 6S management?

- ▶ Overview of common wastes and identifying them in your work place
- ▶ Categories of wastes

*Morning tea break*

1030-1045

### 3. The stages of 6S Management System

- ▶ The planning stage
- ▶ The execution
- ▶ Refining and follow up

1045-1300

*Lunch*

1300-1400

### 4. 6S – The Beginning

#### Seiri

- ▶ How to organize the work area for efficiency and effectiveness
- ▶ Sorting criteria

1400-1530

#### Seiton

- ▶ How to designate “a place for everything & ensure everything is in its place”
- ▶ Considerations for establishing locations for storing rational, options, locations-specific tips, storage don'ts, using labels and signs & documentation

*Afternoon tea break*

1530-1545

Take The Next Step

### Seiso

- ▶ Aspects of Seiso – getting the workplace clean, maintaining its appearance and using preventive measures to keep it clean

### Seiketsu

- ▶ Standardization and Documentation
- ▶ What are the documentations to maintain the status and for improvement

## Day two

### Shitsuke

- ▶ Sustaining techniques to prevent backsliding
- ▶ The Level of Achievement – Key Performance Index for Success Measurement
- ▶ Radar Chart for Continuous Improvement Monitoring

### Shikari-Yaro

- ▶ The latest addition of 6S – Determination and Union
- ▶ Involvement of management in the success of the implementation
- ▶ Motivation, Leadership and Change Management Approach
- ▶ Developing Effective Communication Channels at all levels  
– management - shop floor

### *Morning tea break*

## 5. 8-point roadmap for effective 6S implementation

- ▶ 6S Management – Leadership Focus team & Team Synergy
- ▶ Infrastructure
- ▶ Communications
- ▶ Training
- ▶ 6S Pilots
- ▶ Best Practices
- ▶ Full Roll-out plan
- ▶ Evaluate and Adjust

### *Lunch*

1545-1700

0900-1030

1030-1045

1045-1300

1300-1400

Take The Next Step

6. Barrier to 6S Success and how to tackle them

1400-1530

7. The 6S Challenge in your organization- wide initiative

*Afternoon tea break*

1530-1545

8. Mapping 6S approaches with Quality Management System – ISO9001:2000

1545-1700

Take The Next Step