



ZenPower International
Providing Industry Expertise To Training
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TPM e-Book Series

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Title: 5S – Administrative TPM With Case Study (160 Pages)

What are the JIPM standards for 5S implementation. How can Administrative employees be directly involved in Equipment OEE improvements?

There is much mis-understanding about 5S in terms of its concept, objectives, step-by-step implementation and integration with TPM. And then another often-asked question is - how is 5S related to cutting edge manufacturing practices like JIT and Kanban?

5S is often said to be the foundational Pillar of TPM. But how exactly can Administrative and non-production employees can be involved in TPM? How does 5S directly improves equipment OEE? Why do even Administrative, Supervisory, Ware-houses, Offices need 5S? What are the wastes they can cause to affect manufacturing excellence? Even better, how can they lead in TPM since Administrative employees are often the most informed and key members of the Company?

e- Book Description

- Only current Publication that deals with 5S Step-by-Step Implementation and integrated with stock-management, JIT and Kanban implementation.
- 160-paged e-Book Illustrated with scores of examples and actual multiple-industries experiences.
- A real-life 5S – Administrative TPM Case Study.
- Methodology proven in various industry settings – Electronics, Auto, Mills, Warehouses, Administrative, Finance and other general Offices.
- TPM Expert's 15 years' of various Industries hands-on experiences available to you.
- Authored by Moses Tan (MSc; BIT; Dip Electr.; Dip Ed) Principal Industry Consultant of ZenPower International, Singapore.

This e-Book Learning Objectives are:

- Understand and apply the 5S – Administrative TPM Pillar as a stand-alone or foundational Pillar to factory TPM.
- Understand how 5S – Administrative TPM integrates with the other Pillars in TPM.
- Understand how 5S extends to stock management , JIT and Kanban.

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e-Book CD License Price.

Corporate-Licensed e-Book (Printable with corporate-identity access password) at S\$350/= only.



Course Contents

Module 1 The 5S Pillar in TPM (Office, Administrative & Warehouse TPM)

How Administrative non-production employees can be involved in TPM.

How 5S directly improves equipment OEE.

Why Administrative, Supervisory, Ware-houses, offices need 5S?

What are the wastes they can cause to affect manufacturing excellence?

JIPM Standards for 5S during implementation.

Advanced step in 5S – The Ideal Production System towards Zero Wastes.

Module 2: 5S – TPM Step-1: Initial Cleaning and Restoration

Step-1 Audit standards, Milestone, Worksheets and methodology.

Sorting out

Tagging,

Baseline of contamination

Mixing and damages of the parts

Documentation or data stored in area.

Visual standards adopted for 5S.

How to conduct Top Level Audits for TPS-5S Step-1.

Module 3: 5S - TPM Step-2: Eliminate Contamination, Mixing and Damage

Step-2 Audit standards, Milestone, Worksheets and methodology.

Root-cause Why-Why Analysis of contamination, mixing and damages of the parts, documentation or data stored in area.

Top Level Audits for TPS-5S Step-2.

Examples and case study.

Module 4: TPS-5S Step-3: Improve Accessibility and Stock Management-At-One glance.

Step 3 Audit standards, Milestone, Worksheets and methodology.

Root-cause Why-Why Analysis of contamination, mixing and damages of the parts, documentation or data stored in area.

Accessing data, parts, documents in 60 seconds, Stock Management-At-One-glance, management by colours and patterns

Top Level Audits for TPS-5S Step-2.

Module 5: 5S - TPM Step-4: Standardise and Merging into the TPM Autonomous Maintenance Production System.

Step 4 Audit standards, Milestone, Worksheets and methodology.

What is Standardization and Control – Keeping the gains permanently.

Defining the Critical Functions of the administrative, office or warehouse and problems encountered through a Customer / Supplier meeting.

Establish OA Equipment, Cleaning Standards, Minimum Stock Management.

Implementing JIT and Kanban concepts and practices.



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Module 6: 5S - TPM Step-5: Self Managing 5S Work Teams.

What are the Step-5 Audit standards and expectations

Learning the Structured Step-5 Milestone and methodology

What is the self-managing scope in TPS-5S

Establishing the Training for self-management

Practicing the 5-minutes 5S

5S – Administrative TPM Case Study.

This case study covers the implementation of the 5S – Administrative TPM Pillar in a Malaysian-owned Ceramic Tiles Manufacturer. It is an ISO 9001:2003 certified company utilizing state-of-the-art machinery.

It is one of the largest Ceramics glazed floor and wall tile companies in South-East Asia under the highly respected Hong Leong Group of Companies. It occupies a total land area of 73 acres and produces more than 18 million meter-square of ceramic tiles per year. It also runs its own ware-housing and distribution networks with a broad export market covering US, Canada, UK, Europe, South Africa, Thailand, South Korea, HK, Indonesia, Singapore and Australia besides its own Malaysian domestic market.

The implementation steps are meticulously documented step-by-step for your ease of learning. As of this documentation, the two pilot areas are in the advanced stages of 5S – TPM Step 4. Future revisions of this e-Book will update on their further progress.