

CJ-Pro  
5S, Site Labelling and  
Continuous Improvement  
Catalogue

1

# 5S, Site Labelling and Continuous Improvement

2



CICJ001



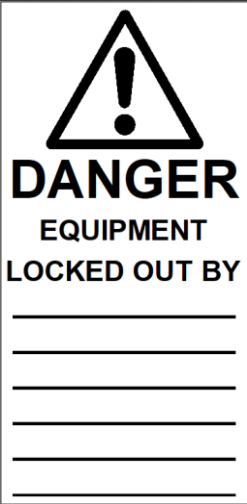
CICJ002



CICJ003



CICJ004



CICJ005



CICJ006



CICJ007



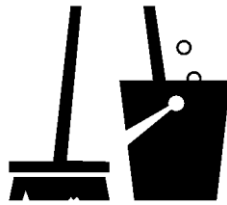
CICJ008



## DANGER

THIS TAG & LOCK  
TO BE REMOVED  
ONLY BY  
PERSON SHOWN  
ON BACK

CICJ009



**Keep all  
areas clean  
and tidy**

6S

CICJ010

3

## ACCEPT

EQUIPMENT / COMPONENT / MATERIAL \_\_\_\_\_  
\_\_\_\_\_  
PART NO. \_\_\_\_\_  
P.O. NO. \_\_\_\_\_  
INSPECTOR \_\_\_\_\_ SIGNED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE)  
TO BE ATTACHED OR REMOVED BY AUTHORISED PERSONNEL ONLY

CICJ011

## O.K. TO USE

JOB NO. \_\_\_\_\_ P.O. NO. \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
QUANTITY \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

CICJ012

## 5S RED TAG AREA

# TAG ALL ITEMS

CICJ014

## Green Tag

1. We DO Need It
2. Keep It.

CICJ013

## Red Tag

1. Not Needed.
2. Dispose of It Now.

CICJ015

## Yellow Tag

1. We MAY need this
2. Keep it until:

\_\_\_\_\_  
(Disposal Date)

CICJ016

**QUALITY  
CONTROL**

**AWAITING  
INSPECTION**

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Authorisation \_\_\_\_\_

QUALITY  
CONTROL

100%

CALIBRATED

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Authorisation \_\_\_\_\_


**QUALITY  
CONTROL**

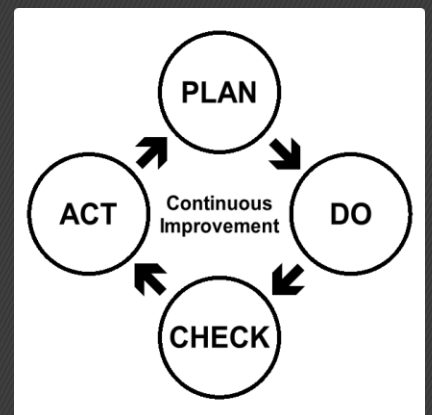
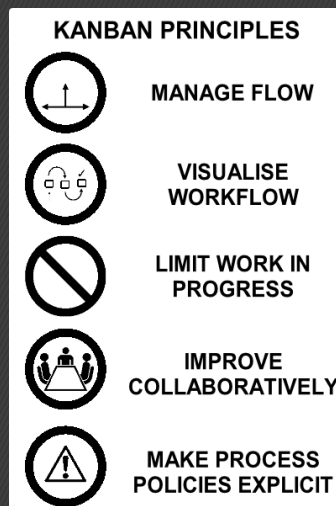
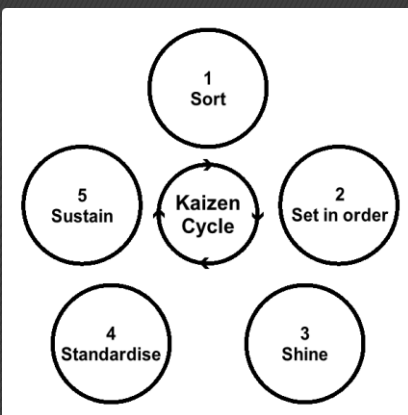
**PASSED  
INSPECTION**

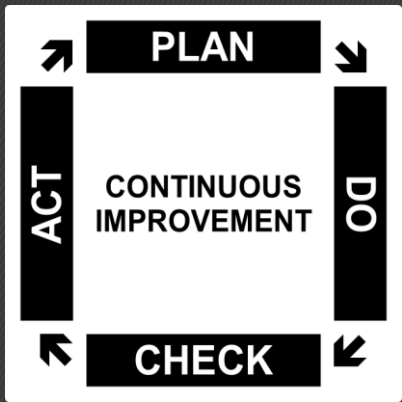
Comments \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

Date \_\_\_\_\_

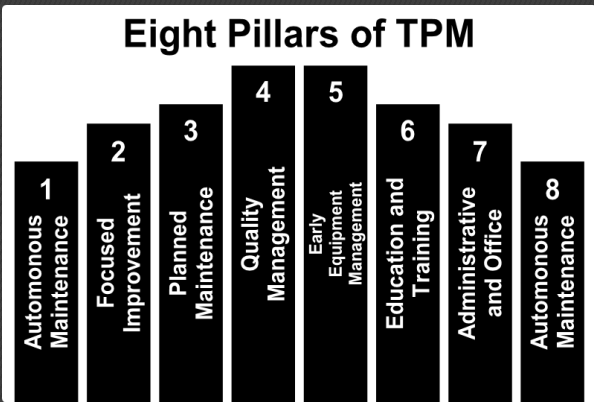
Authorisation \_\_\_\_\_

<h1 style="margin: 0;">HOLD</h1> 	Remarks _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
	Signed By _____ Date _____

[illegible]



CICJ026



CICJ027



**Steps of 6S**

**Sort:** Keep only what is necessary. Store or discard rarely used, broken, or unused items.

**Set in Order:** Arrange and label often used tools and other items so they can easily be found, used, and returned to the same place.

**Shine:** Keep everything swept and clean. Perform regular maintenance so equipment is always ready.

**Standardise:** Perform all processes in a consistent manner. Make the first 3 "S's" regular actions.

**Sustain:** Perpetuate the 5S processes you developed as a part of the company culture.

**Safety:** Identify and eliminate all hazards for a zero accident and injury free workplace.

CICJ028

**Steps of 6S**

**Sort:** Keep only what is necessary. Store or discard rarely used, broken, or unused items.

**Set in Order:** Arrange and label often used tools and other items so they can easily be found, used, and returned to the same place.

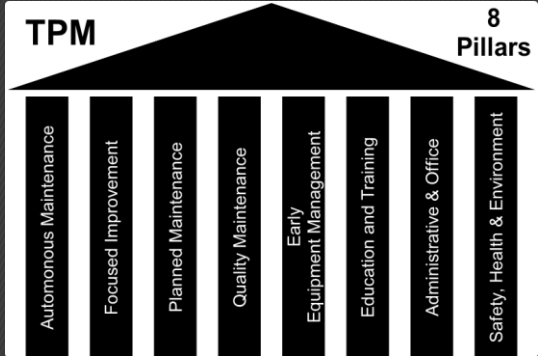
**Shine:** Keep everything swept and clean. Perform regular maintenance so equipment is always ready.

**Standardise:** Perform all processes in a consistent manner. Make the first 3 "S's" regular actions.

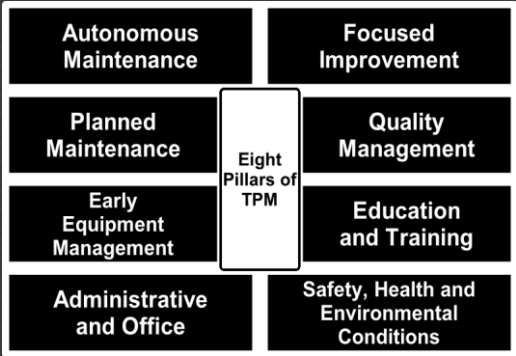
**Sustain:** Perpetuate the 5S processes you developed as a part of the company culture.

**Safety:** Identify and eliminate all hazards for a zero accident and injury free workplace.

CICJ029



CICJ030



CICJ031

Keep all desks and surfaces clean and tidy

CICJ032



CICJ033



CICJ034



CICJ035



CICJ036



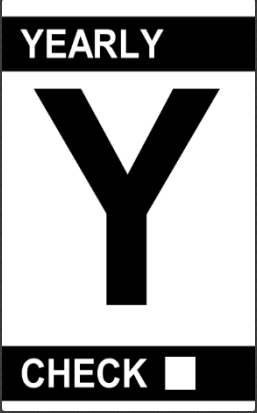
CICJ037



CICJ038



CICJ039



CICJ040



CICJ041



CICJ042