

CPM-100
5S, Site Labelling and
Continuous Improvement
Catalogue

1

5S, Site Labelling and Continuous Improvement

2



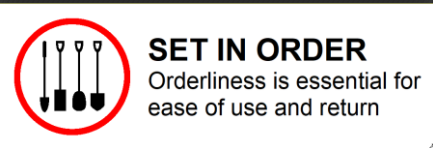
CI1001



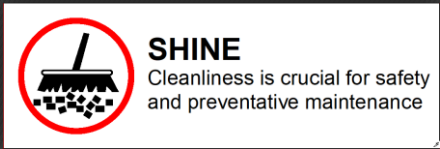
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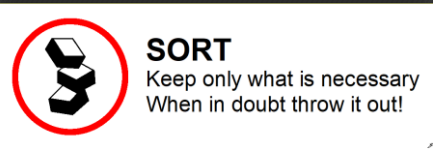
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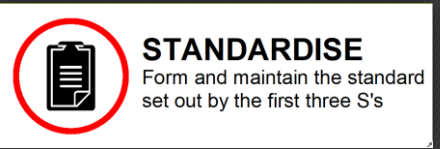
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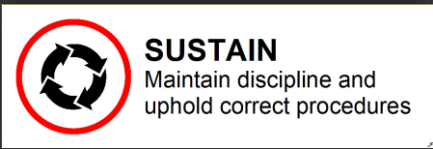
CI1006



CI1007



CI1008



CI1009

5S Red Tag	
General Information	
Item:	
Located:	
Identified by:	
Date:	
Reason for tagging	
<input type="checkbox"/> No longer needed	<input type="checkbox"/> Defective
<input type="checkbox"/> Obsolete	<input type="checkbox"/> Extra
<input type="checkbox"/> Other	
Item type	
<input type="checkbox"/> Equipment	<input type="checkbox"/> Machine Parts
<input type="checkbox"/> Tools & Jigs	<input type="checkbox"/> Raw Materials
<input type="checkbox"/> Finished Goods	<input type="checkbox"/> Stationary
<input type="checkbox"/> Other	
5S Red Tag	
What should happen to the item?	
<input type="checkbox"/> Discard or Recycle	
<input type="checkbox"/> Move to relevant Holding Area	
<input type="checkbox"/> Return to	
<input type="checkbox"/> Other	
Decided Actions & Comments	

CI1003



CI1010



CI1011



3

6S LEAN WORKPLACE

SORT
When in doubt, throw it out

SET IN ORDER
Orderliness is essential

SHINE
Cleanliness is crucial

STANDARDISE
Work to and maintain standards

SUSTAIN
Uphold correct procedures

SAFETY
Accident prevention

CI1012

A place for
everything and
everything in
its place

6S

CI1013

A place for
everything and
everything in
its place

6S

CI1014

DANGER

A LIFE IS
ON THE LINE

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

CI1015

DANGER

A LIFE IS
ON THE LINE

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

CI1016

DANGER

**DO NOT
OPEN**

This lock/tag may
only be removed by:
Name: _____
Date: _____
Tel: _____

CI1017

DANGER

**DO NOT
OPEN**

This lock/tag may
only be removed by:
Name: _____
Date: _____
Tel: _____

CI1018

DANGER

**DO NOT
OPERATE**

CI1019

DANGER

**DO NOT
OPERATE**

CI1020



DANGER

**DO NOT
START**

TAG AND LOCK TO BE
REMOVED BY AUTHORISED
PERSONNEL ONLY

CI1021




DANGER

**DO NOT
START**

TAG AND LOCK TO BE
REMOVED BY AUTHORISED
PERSONNEL ONLY

CI1022



DANGER

EQUIPMENT
LOCKED OUT BY

CI1023



DANGER

EQUIPMENT
LOCKED OUT BY

CI1024





DANGER

**DO NOT
OPERATE**

This lock/tag may
only be removed by:
Name:
Date:
Tel:

CI1025



DANGER

**DO NOT
OPERATE**

This lock/tag may
only be removed by:
Name:
Date:
Tel:

CI1026



**Do not
switch
on**

Signed:
Date:

CI1027



**Do not
switch
on**

Signed:
Date:

CI1028



**Do not use
out of order**

Signed by:
Date:
Comments:

CI1029



**Do not use
out of order**

Signed by:
Date:
Comments:

CI1030



**Passed
Safety**

Comments:

Signed:
Date:

CI1031



**Passed
Safety**

Comments:

Signed:
Date:

CI1032



CI1033



CI1034



CI1035



CI1036



CI1037



CI1038



CI1039

<div></div>	
EQUIPMENT INSPECTION RECORD	
Job Ref: <div></div>	
Hazard & Warning Symbols	
Emergency Tel No:	
Location	<div></div>
Date Of Inspection	<div></div>
Next Test Date	<div></div>
Comments:	
Authorised by:	

CI1040

<div></div>	
LADDER INSPECTION RECORD	
Job Ref: <div></div>	
Date	Signed
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CI1041



**Do not
use**

Date:

C11048

CI1050

5S TAG

Information

Name

Date

Section

Action

Right spot

Different place

Central storage

Unneeded/eliminate

Additional information

CI1062



CI1063

Yellow Tag

1. We MAY need this

2. Keep it until:

(Disposal Date)

CI1064



CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

1

2

3

Costs / Time:

CI1065

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

1

2

3

Costs / Time:

CI1066

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

1

2

3

Costs / Time:

CI1067

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

1

2

3

Costs / Time:

CI1068

CAUTION

DO NOT OPERATE

Date

Authorisation

CI1069

HOLD

Remarks

Signed By

Date

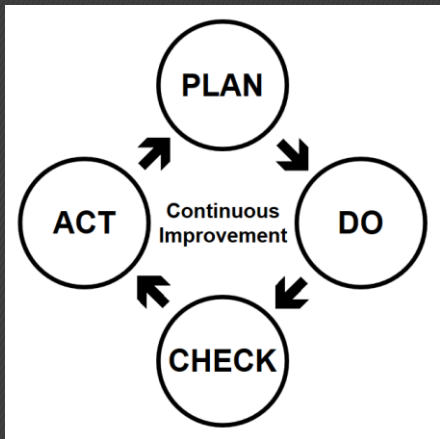
CI1070

MAINTENANCE RECORD

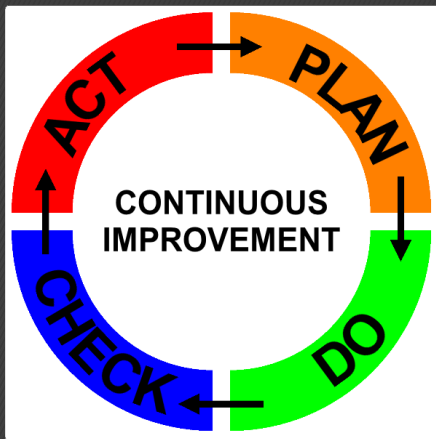
DATE

BY

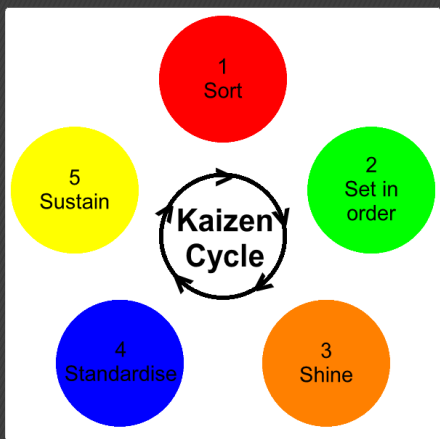
CI1071



CI1072



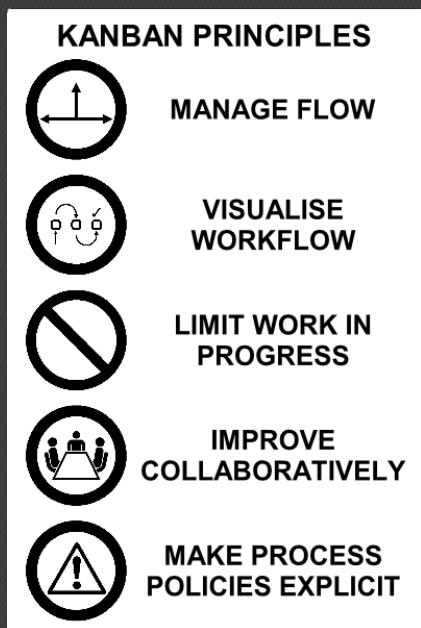
CI1073



CI1074



CI1075



CI1076



CI1077

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 aliminate all hazards for a zero accident and injury free workplace.

CI1078

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.

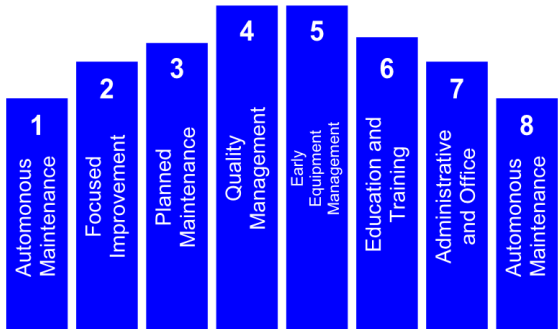
Sustain: Perpetuate the 5S processes you developed as a part of the company culture

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

CI1079

10

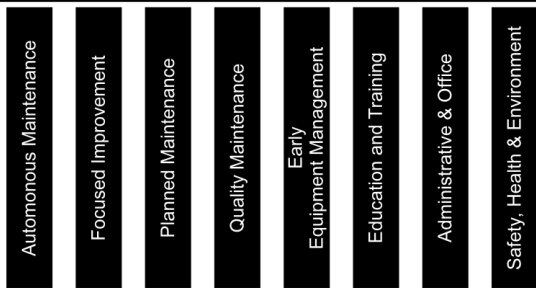
Eight Pillars of TPM



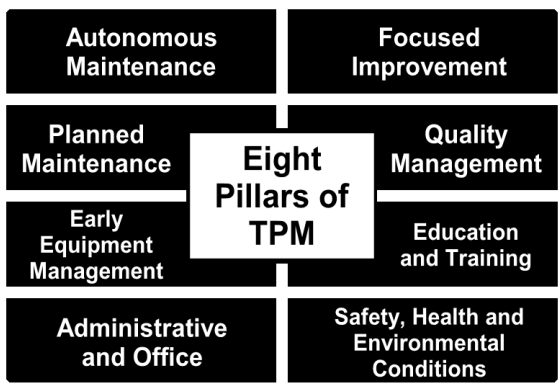
CI1080

TPM

8 Pillars



CI1081



CI1082



CI1083



CI1084



CI1085



CI1086



CI1087



CI1088



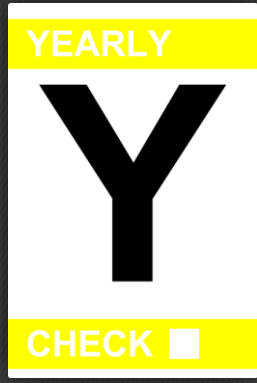
CI1089



CI1090



CI1091



CI1092



CI1093



CI1094