

CPM-200
5S, Site Labelling and
Continuous Improvement
Catalogue

1

5S, Site Labelling and Continuous Improvement

2



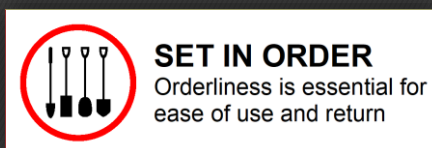
CI2001



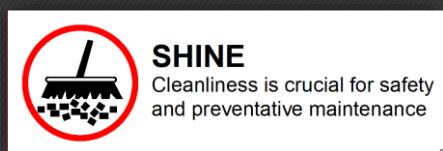
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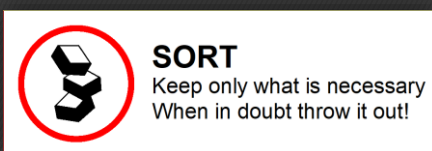
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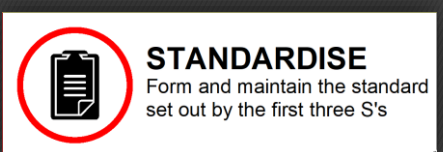
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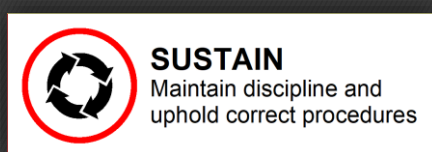
CI2006



CI2007



CI2008



CI2009

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	

CI2003

6S LEAN WORKPLACE



CI2010

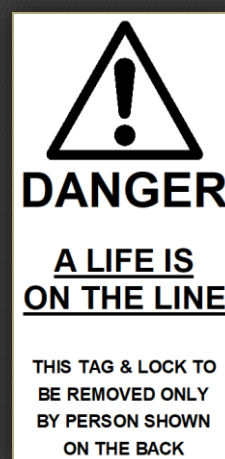
3



CI2011



CI2012



CI2013



CI2014



CI2015



CI2016



CI2017



CI2018



DANGER

**DO NOT
START**

TAG AND LOCK TO BE
REMOVED BY AUTHORISED
PERSONNEL ONLY

CI2019




DANGER

**DO NOT
START**

TAG AND LOCK TO BE
REMOVED BY AUTHORISED
PERSONNEL ONLY

CI2020



DANGER

EQUIPMENT
LOCKED OUT BY

CI2021



DANGER

EQUIPMENT
LOCKED OUT BY

CI2022





DANGER

**DO NOT
OPERATE**

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

CI2023



DANGER

**DO NOT
OPERATE**

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

CI2024



**Do not
switch
on**

Signed:
Date:


CI2025



**Do not
switch
on**

Signed:
Date:


CI2026



**Do not use
out of order**

Signed by:
Date:
Comments:

CI2027



**Do not use
out of order**

Signed by:
Date:
Comments:

CI2028



**Passed
Safety**

Comments:

Signed:
Date:

CI2029



**Passed
Safety**

Comments:

Signed:
Date:

CI2030



CI2031



CI2032



CI2033



CI2034



CI2035



CI2036



CI2037

<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:	

CI2038

<div></div>	
LADDER INSPECTION RECORD	
Job Ref: <div></div>	
Date	Signed
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<div></div>	<div></div>
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CI2039



**Do not
use**

6

Green Tag

1. We DO Need It
2. Keep It.

Red Tag

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

CI2051

QUALITY
CONTROL


CALIBRATED

Comments _____

Date _____

Authorisation _____

CI2049



QUALITY CONTROL

PASSED INSPECTION

Comments _____

Date _____

Authorisation _____

CI2050

7



**CENTRAL
5S RED TAG
HOLDING AREA**

5S RED TAG AREA

**TAG ALL
ITEMS**

A white rectangular sign with a red border made of diagonal stripes. The text on the sign is in red, bold, sans-serif capital letters. It reads "5S" on the first line, "RED TAG" on the second line, and "AREA" on the third line.

**5S
RED TAG
AREA**

5S RED TAG AREA

- ✓ COMPLETE RED TAG
- ✓ LOG IT
- ✓ ADD LOG # TO RED TAG
- ✓ CROSS FUNCTION TEAM TO DISPOSITION WITHIN 30 DAYS
- ✓ UPDATE LOG SHEET

THIS AREA IS DESIGNATED FOR PROPERLY TAGGED ITEMS

5S TAG	
Information	Additional information
Name _____	_____
Date _____	_____
Section _____	_____
Action	
Right spot <input type="checkbox"/>	Different place <input type="checkbox"/>
Central storage <input type="checkbox"/>	Unneeded/ eliminate <input type="checkbox"/>

5S TAG

Information

Name _____

Date _____

Section _____

Action

Right spot	<input type="checkbox"/>	Different place	<input type="checkbox"/>
Central storage	<input type="checkbox"/>	Unneeded/ eliminate	<input type="checkbox"/>

Additional information

5S TAG	
Information <hr/> Name _____ Date _____ Section _____	Additional information <hr/>
Action <hr/> Right spot <input type="checkbox"/> Different place <input type="checkbox"/> Central storage <input type="checkbox"/> Unneeded/eliminate <input type="checkbox"/>	

CI2058

5S TAG

Information

Name

Date

Section

Action

Right spot

Different place

Central storage

Unneeded/eliminate

Additional information

CI2059



CI2060

Yellow Tag

1. We MAY need this

2. Keep it until:

(Disposal Date)

CI2061



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:

CI2062

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:

CI2063

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:

CI2064

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:

CI2065

CAUTION

DO NOT

OPERATE

Date

Authorisation

CI2066

HOLD

Remarks

Signed By

Date

CI2067

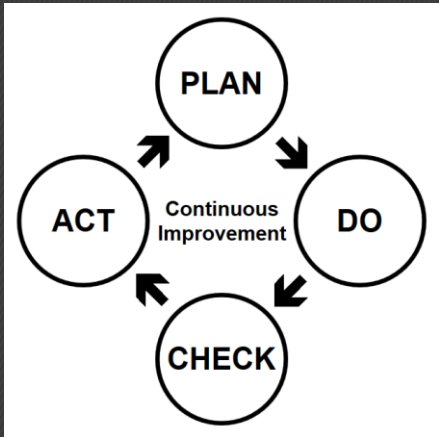
MAINTENANCE

RECORD

DATE

BY

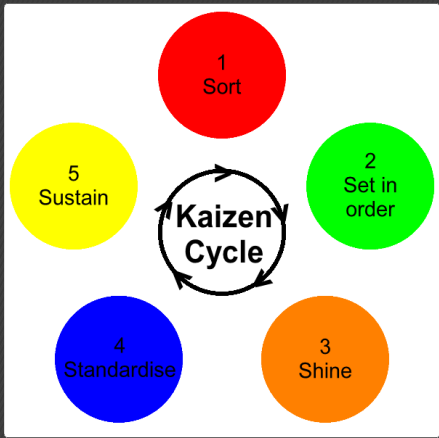
CI2068



CI2069



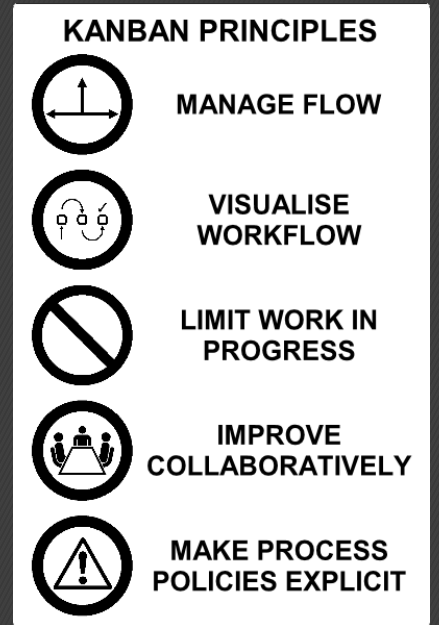
CI2070



CI2071



CI2072



CI2073



CI2074

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 devolped as a part of the company culture

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

CI2075

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.

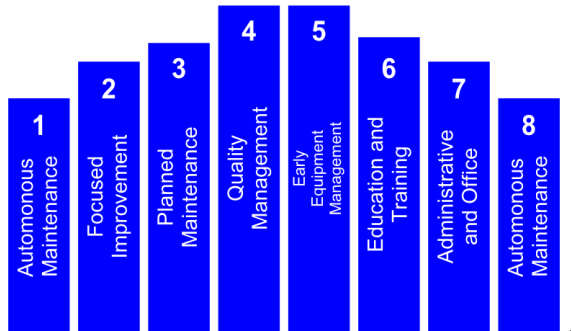
Sustain: Perpetuate the 5S processes you devolped as a part of the company culture

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

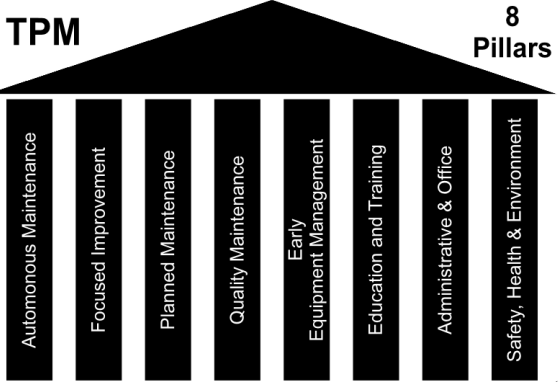
CI2076

10

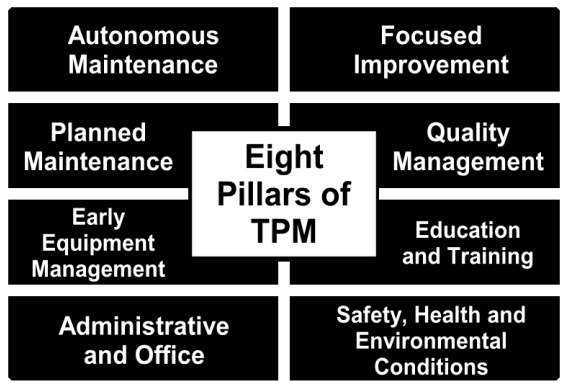
Eight Pillars of TPM



CI2077



CI2078



CI2079



CI2080



CI2081



CI2082



CI2083



CI2084



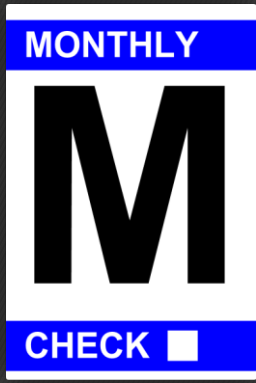
CI2085



CI2086



CI2087



CI2088



CI2089



CI2090



CI2091