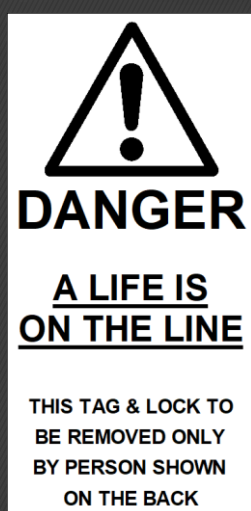


CJ-Pro Generic 5S, Site Labelling and Continuous Improvement Catalogue

1

5S, Site Labelling and Continuous Improvement

2



CICJ001



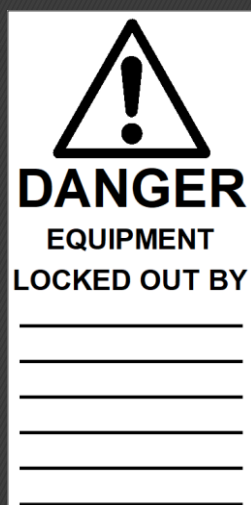
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CICJ003



CICJ004



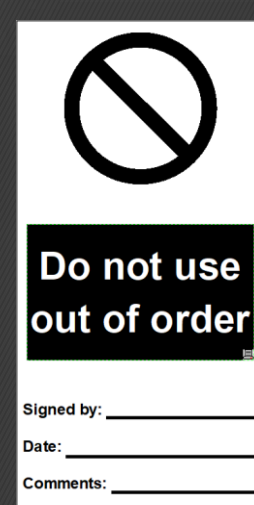
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CICJ006



CICJ007



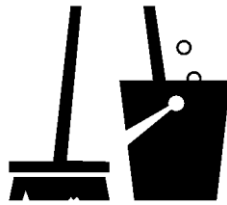
CICJ008



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

CICJ017

QUALITY CONTROL

CALIBRATED

Comments

Date

Authorisation

CICJ018

QUALITY CONTROL

PASSED INSPECTION

Comments

Date

Authorisation

CICJ019



CAUTION

DO NOT OPERATE

Date

Authorisation

CICJ020

HOLD

Remarks

Signed By

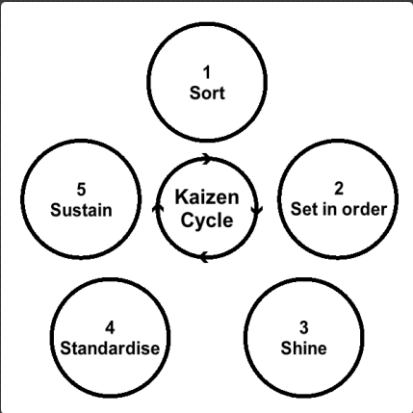
Date

CICJ021

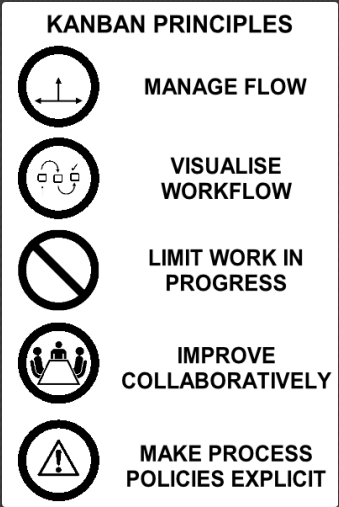
MAINTENANCE RECORD

DATE	BY

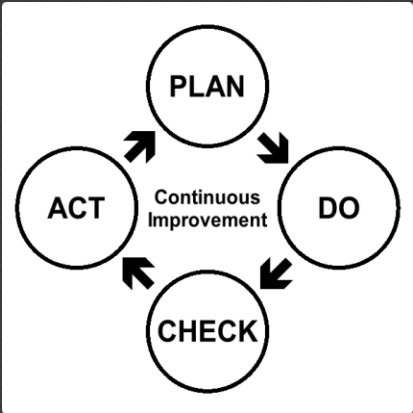
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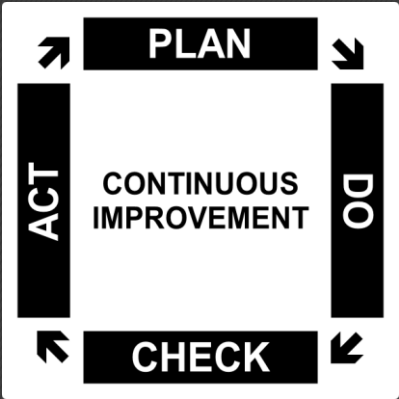
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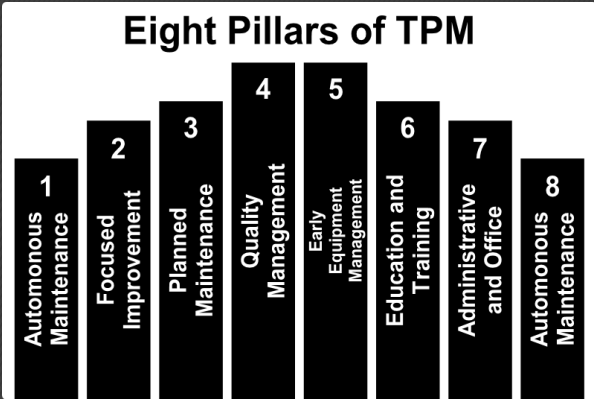
CICJ024



CICJ025



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.

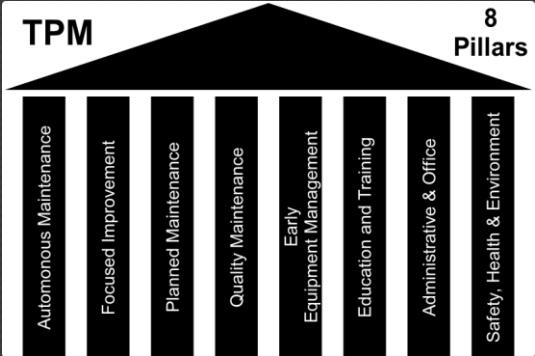
Shine: Keep everything swept and clean. Perform regular maintenance so equipment is always ready.

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

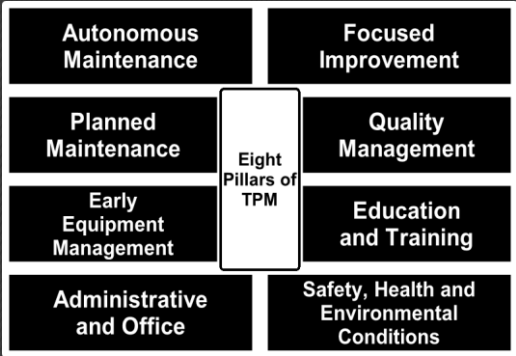
Sustain: Perpetuate the 5S processes you developed as a part of the company culture.

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

CICJ029



CICJ030



CICJ031



CICJ032