

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

1

# 5S, Site Labelling and Continuous Improvement

2



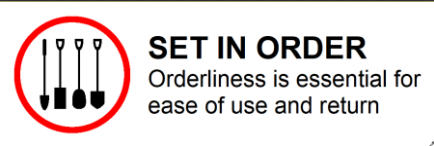
CI1001



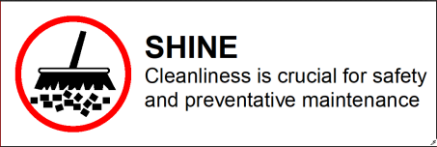
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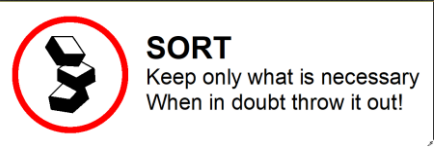
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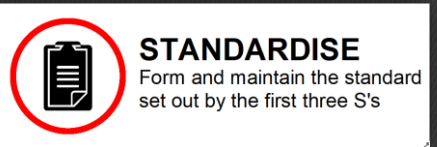
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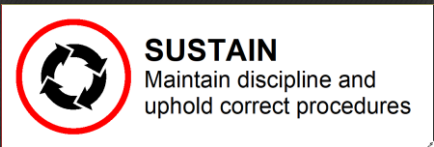
CI1006



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

# 6S LEAN WORKPLACE



CI1010

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

CI1011

**A place for everything and everything in its place**

**6S**

CI1012

**DANGER**

**A LIFE IS ON THE LINE**

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

CI1013

**DANGER**

**A LIFE IS ON THE LINE**

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

CI1014

**DANGER**

**DO NOT OPEN**

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

CI1015

**DANGER**

**DO NOT OPEN**

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

CI1016

**DANGER**

**DO NOT OPERATE**

CI1017

**DANGER**

**DO NOT OPERATE**

CI1018



**DANGER**

**DO NOT  
START**

TAG AND LOCK TO BE  
REMOVED BY AUTHORISED  
PERSONNEL ONLY

CI1019



**DANGER**

**DO NOT  
START**

TAG AND LOCK TO BE  
REMOVED BY AUTHORISED  
PERSONNEL ONLY

CI1020



**DANGER**

EQUIPMENT  
LOCKED OUT BY

CI1021



**DANGER**

EQUIPMENT  
LOCKED OUT BY

CI1022





**DANGER**

**DO NOT  
OPERATE**

This lock/tag may  
only be removed by:

Name:

Date:

Tel:

CI1023



**DANGER**

**DO NOT  
OPERATE**

This lock/tag may  
only be removed by:

Name:

Date:

Tel:

CI1024



**Do not  
switch  
on**

Signed:

Date:

CI1025



**Do not  
switch  
on**

Signed:

Date:

CI1026



**Do not use  
out of order**

Signed by:

Date:

Comments:

CI1027



**Do not use  
out of order**

Signed by:

Date:

Comments:

CI1028



**Passed  
Safety**

Comments:

Signed:

Date:

CI1029



**Passed  
Safety**

Comments:

Signed:

Date:

CI1030



CI1031



CI1032



CI1033



CI1034



CI1035



CI1036



CI1037

<div></div> <div><b>EQUIPMENT INSPECTION RECORD</b></div> <div>Job Ref: <div></div></div> <div><div>Hazard &amp; Warning Symbols</div><div>Emergency Tel No:</div><div>Location <div></div></div><div>Date Of Inspection <div></div></div><div>Next Test Date <div></div></div><div>Comments:</div><div>Authorised by:</div></div>	
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CI1038

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Date	Signed																				

CI1039



**Do not  
use**

Date:

C11046



5S TAG

Information

Name

Date

Section

Action

Right spot

Different place

Central storage

Unneeded/eliminate

Additional information

CI1060



CI1061

Yellow Tag

1. We MAY need this

2. Keep it until:

(Disposal Date)

CI1062



CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

Costs / Time:

CI1063

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

Costs / Time:

CI1064

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

Costs / Time:

CI1065

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other

Description

Possible solution

Priority >

Costs / Time:

CI1066

CAUTION

DO NOT

OPERATE

Date

Authorisation

CI1067

HOLD

Remarks

Signed By

Date

CI1068

MAINTENANCE

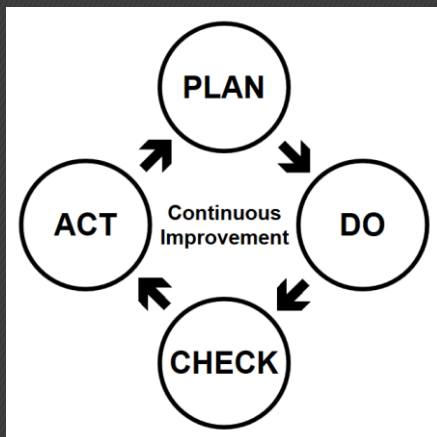
RECORD

DATE

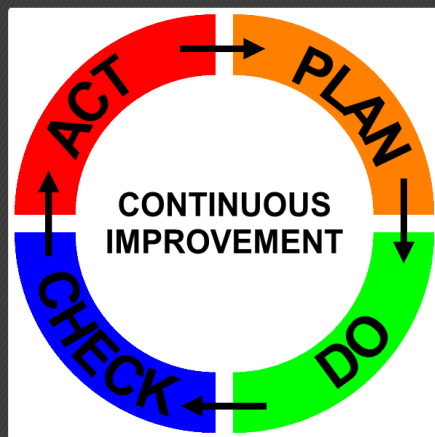
BY

CI1069

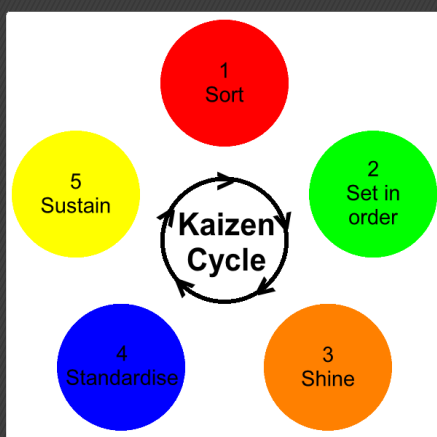




CI1070



CI1071



CI1072



CI1073



CI1074



CI1075

## 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.

CI1076

## Steps of 6S

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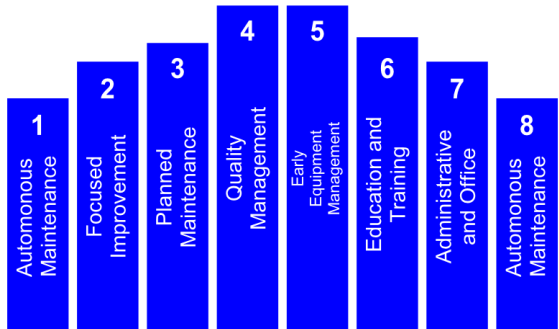
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CI1077

10

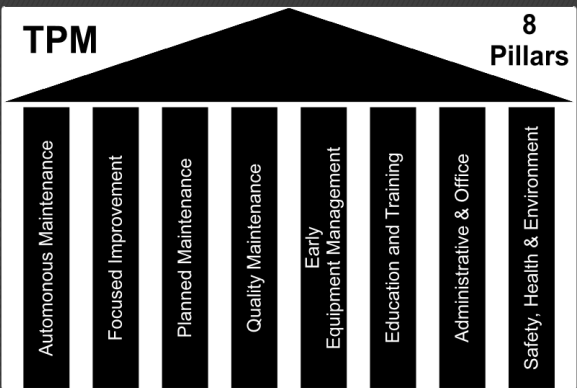
## Eight Pillars of TPM



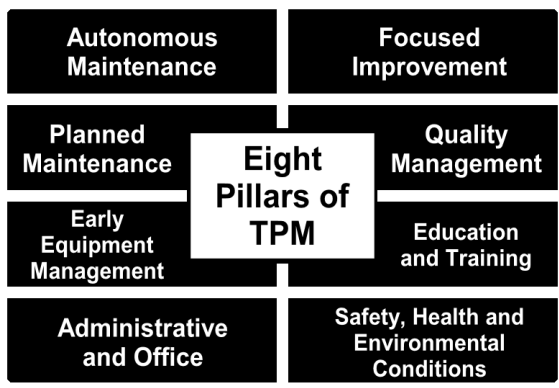
CI1078

## TPM

8 Pillars



CI1079



CI1080