

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

1

5S, Site Labelling and Continuous Improvement

2



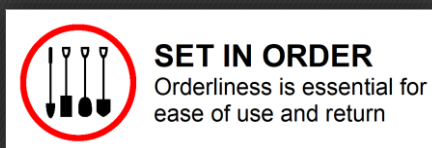
CI2001



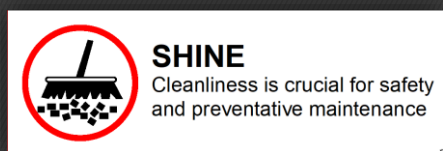
CI2002



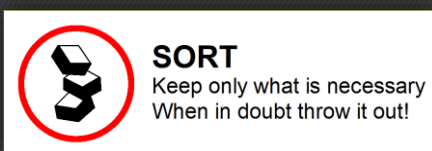
CI2004



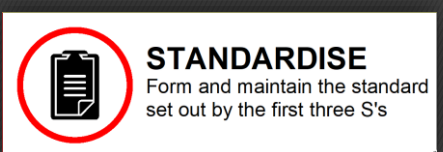
CI2005



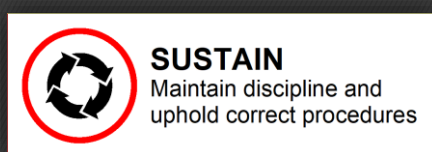
CI2006



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	

C2003



CI2010



CI2011



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

CI2012

A place for everything and everything in its place

6S

CI2013

A place for everything and everything in its place

6S

CI2014

DANGER

A LIFE IS ON THE LINE

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

CI2015

DANGER

A LIFE IS ON THE LINE

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

CI2016

DANGER

DO NOT OPEN

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

CI2017

DANGER

DO NOT OPEN

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

CI2018

DANGER

DO NOT OPERATE

CI2019

DANGER

DO NOT OPERATE

CI2020



DANGER

**DO NOT
START**

TAG AND LOCK TO BE
REMOVED BY AUTHORISED
PERSONNEL ONLY

CI2021




DANGER

**DO NOT
START**

TAG AND LOCK TO BE
REMOVED BY AUTHORISED
PERSONNEL ONLY

CI2022



DANGER

EQUIPMENT
LOCKED OUT BY

CI2023



DANGER

EQUIPMENT
LOCKED OUT BY

CI2024





DANGER

**DO NOT
OPERATE**

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

CI2025



DANGER

**DO NOT
OPERATE**

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

CI2026



**Do not
switch
on**

Signed:
Date:

CI2027



**Do not
switch
on**

Signed:
Date:


CI2028



**Do not use
out of order**

Signed by:
Date:
Comments:

CI2029



**Do not use
out of order**

Signed by:
Date:
Comments:

CI2030



**Passed
Safety**

Comments:

Signed:
Date:

CI2031



**Passed
Safety**

Comments:

Signed:
Date:

CI2032



CI2033



CI2034



CI2035



CI2036



CI2037



CI2038



CI2039

<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:	

CI2040

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

CI2041



**Do not
use**

C12050


Green Tag

1. We DO Need It
2. Keep It.

Red Tag

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

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



QUALITY CONTROL

CALIBRATED

Comments _____

Date _____

Authorisation _____

Comments

Date _____

Authorisation

QUALITY
CONTROL

PASSED
INSPECTION

Comments _____

Date _____
Authorisation _____

Comments

Date _____

Authorisation

7



**CENTRAL
5S RED TAG
HOLDING AREA**

A white rectangular sign with rounded corners and a black border. At the top, there is a red horizontal bar with the text "5S RED TAG AREA" in white, bold, sans-serif capital letters. Below this bar, the text "TAG ALL" and "ITEMS" are written in large, bold, black, sans-serif capital letters, stacked vertically.

5S RED TAG AREA

**TAG ALL
ITEMS**

A white rectangular sign with a red border featuring diagonal stripes. The text on the sign reads "5S" in large red letters, followed by "RED TAG" and "AREA" in smaller red letters.

5S
RED TAG
AREA

C12057

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

**THIS AREA IS
DESIGNATED FOR
PROPERLY TAGGED ITEMS**

[illegible]

Name _____
Date _____
Section _____

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

[illegible]

5S TAG

Information

Name

Date

Section

Action

Right spot	<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>	Different place	<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>
Central storage	<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>	Unneeded/ eliminate	<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>

Additional information

Name _____

Date _____

Section _____

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

<h1>5S TAG</h1>	
Information <hr/> <p>Name _____</p> <p>Date _____</p> <p>Section _____</p>	Additional information <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Action <hr/> <p>Right spot <input type="checkbox"/> Different place <input type="checkbox"/></p> <p>Central storage <input type="checkbox"/> Unneeded/ eliminate <input type="checkbox"/></p>	

Name _____

Date _____

Section _____

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

CI2061

5S TAG

Information

Name

Date

Section

Action

Right spot

Different place

Central storage

Unneeded/eliminate

Additional information

CI2062

5S

RED TAG

AREA

CI2063

Yellow Tag

1. We MAY need this

2. Keep it until:

(Disposal Date)

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

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:

CI2066

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:

CI2067

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:

CI2068

CAUTION

DO NOT

OPERATE

Date

Authorisation

CI2069

HOLD

Remarks

Signed By

Date

CI2070

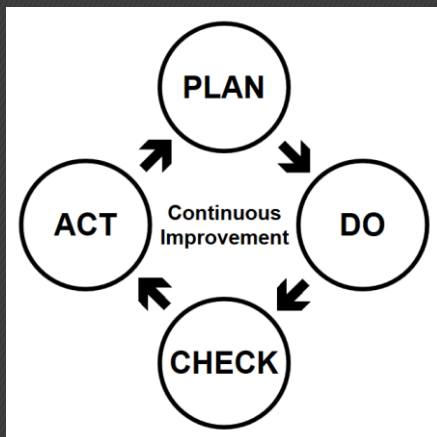
MAINTENANCE

RECORD

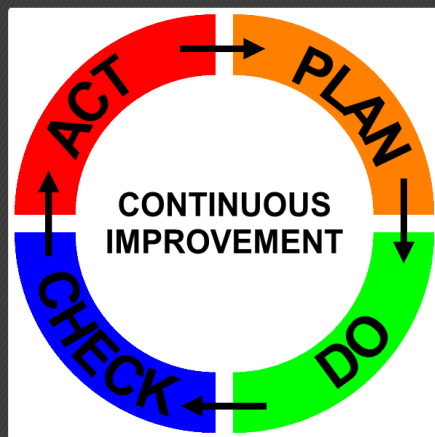
DATE

BY

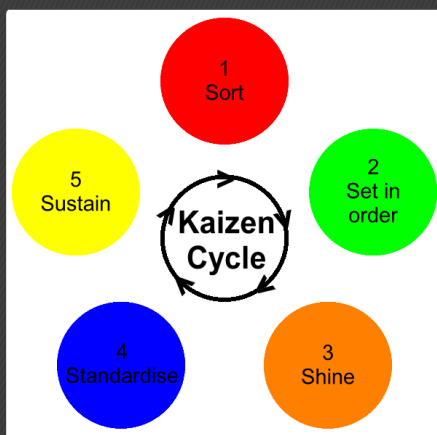
CI2071



CI2072



CI2073



CI2074



CI2075



CI2076



**Keep all desks
and surfaces
clean and tidy**

CI2077

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.

CI2078

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.

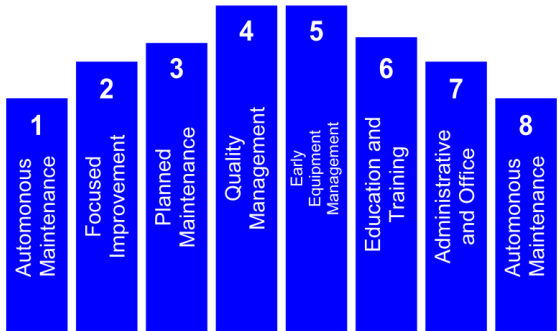
Sustain: Perpetuate the 5S processes you developed as a part of the company culture

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

CI2079

10

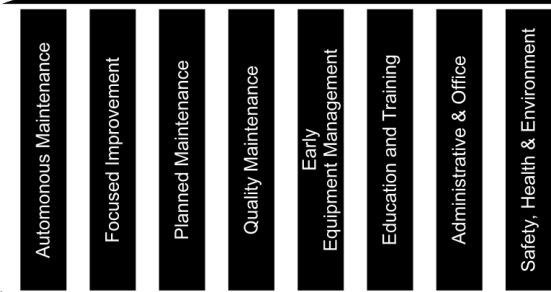
Eight Pillars of TPM



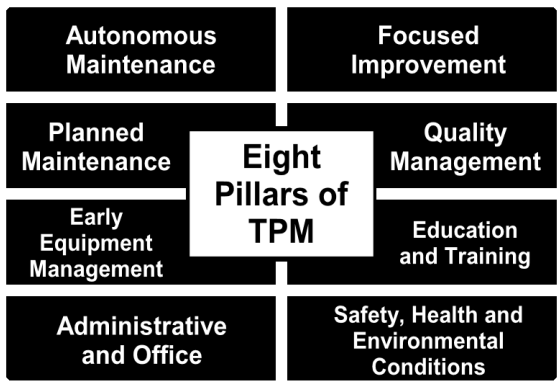
CI2080

TPM

8 Pillars



CI2081



CI2082