

# Management and Strategy Institute, LLC.

## 5S Concept Certified (5SC)

### Course of Study

#### Introduction

5S is a workplace organizational method that uses a list of words to describe how to organize a work space. Those words are Sort, Straighten, Shine, Standardize and Sustain. 5S was originally developed in Japan as part of Just-in-Time manufacturing techniques. Now, 5S is being applied to a wide variety of industries. It has expanded from manufacturing to healthcare, education, government, and more. The 5S Concept certification, available exclusively through the Management and Strategy Institute, will give you an understanding of 5S methodology and how it is applied in the workplace.

The goal of the Management and Strategy Institute is to teach you the key competencies required to function in a 5S project. As you go through the training material you will learn the competencies listed below.

The 5SC exam is a timed (30 minute), online exam. It has a required passing score of 70%.

#### Competencies

This course of study covers the following competencies:

##### Definition of 5S

- What is 5S and why is it used.
  - Learning Outcome: The Student will be able to define 5S

##### 5S Breakdown

- In Japanese, 5S is represented by Seiri, Seiton, Seiso, Seiketsu, Shitsuke.
  - Learning Outcome: Understand the basic description of Sort, Straighten, Shine, Standardize, and Sustain.

##### Reasons to Introduce 5S

- Why should a company introduce 5S in the workplace.
  - Learning Outcome: understand the initial situations that lead to the implementation of 5S in the workplace.

### **Waste in the Production Sector**

- Transport, Inventory, Motion, Waiting, Overproduction, Overprocessing, Defects, Intellect.
  - Learning Outcome: Understanding the waste within each section of the production sector.

### **Waste in the Administration Sector**

- Lacking Information, Extra Information, Information Transport, Mistakes, Waiting, Inventory, Communication.
  - Learning Outcome: Understanding the waste within each section of the administration sector.

### **Direct Benefits of 5S**

- 5S has many benefits which can be quickly implemented.
  - Learning Outcome: Understand some of the direct benefits of 5S.

### **Indirect Benefits of 5S**

- Beyond the “5S”, there are many indirect benefits of implementing 5S in the workplace.
  - Learning Outcome: The student understands some of the indirect benefits of implementing 5S in the workplace.

### **Phase 1 - Sort**

- Implementing the Sort phase starts with one basic question - “Is this item necessary for this work station and is it regularly used?”
  - Learning Outcome: Understand how the Sort phase is started. This section also includes understanding how to “Red Tag” and when to use it.

### **Phase 2 – Set In Order (Straighten)**

- Work area is organized in such a way that every item can be easily found.
  - Learning Outcome: Understand the basics of Set In Order.

### **Phase 3 - Shine**

- Thorough cleaning of the entire work area, machines and facilities, plains and floors.
  - Learning Outcome: Understand the basics of Shine.

#### **Phase 4 - Standardize**

- Development of guidelines that support and organize the cooperation of departments.
  - Learning Outcome: Understand the basics of Standardize. Includes a 1-page-standard example. Results of this phase are standardized (trans-divisional) solutions based on 5 questions.

#### **Phase 5 - Sustain**

- Established level of order and cleanliness is verified.
  - Learning Outcome: Understand the basics of Sustain.

#### **Implementation of 5S**

- Duration and Binding Components. Consequent realization of the 5S phases.
  - Learning Outcome: Understand compliance with the correct order of the phases and overall project.

#### **Planning Levels**

- Lists all measures that are necessary for a successful and sustained implementation of 5S.
  - Learning Outcome: Understands a basic project plan for implementing 5S in the workplace.

#### **Change Management**

- Typical resistances against the implementation of 5S.
  - Learning Outcome: Understand typical resistances against the implementation of 5S. Includes Criteria for a Successful Implementation.

#### **Key Personalities**

- Initiator / Sponsor, Coordinators, Consultant, Managers, Staff.
  - Learning Outcome: Understand the key roles of each of the key personalities within a 5S project.

#### **Design / Implementation**

- A breakdown of how the project is designed & implemented.
  - Learning Outcome: Understand the principles of each phase with an example of each.

## Learning Resources

### **Recommended:**

Material included with your purchase is required reading.

- Free online training material provided by MSI. The material includes everything you will need to learn to pass the exam. This material is included for free with the purchase of your exam. It is in digital form, and available immediately after payment.

### **Optional:**

This material is not required, however it will assist you in becoming 5S Certified.

- Oskar Olofsson (2015) Succeeding with 5S, ISBN-13: 978-9163740084
- Dr Alaster Nyaude (2014) The 5S Code For Workplace Organization: Implementing a Sustainable 5S Program, ISBN-13: 978-1494345440

## Preparing for Success

In order to successfully complete the 5SC exam, you will need to make sure you have the appropriate resources to support your learning.

- A quiet location, free from distraction.
- Internet access.
- Current (newest) version of Internet Explorer, Firefox, or Chrome browser.
- Take study notes while going through the training.
- When you are ready to take the exam, you should allot 30-minutes of time.

## Frequently Asked Questions

### What happens if I fail the exam?

- You are given two additional attempts to pass the exam at no additional cost.

### Will I receive Professional Competency Units (PCU's)?

- Yes, the 5S Concept Certified (5SC) exam awards 5 PCU's upon passing of the exam.