

<b>LEARNING MODULE 09</b>	
TVET - PROGRAMME TITLE: Front Office Service <b>Level I</b>	
MODULE TITLE: <b>Apply 5S Procedures</b>	
MODULE CODE: <b>CST FOS1 M09 0322</b>	
NOMINAL DURATION: 60 Hours	
<b>MODULE DESCRIPTION:</b> This Module covers the knowledge, skills and attitude required to apply 5S techniques to his/her workplace. It covers responsibility for the day-to-day operations of the workplace and ensuring that continuous improvements of Kaizen elements are initiated and institutionalized.	
<b>LEARNING OUTCOMES</b> At the end of the module the trainee will be able to: <ul style="list-style-type: none"> <li>• Prepare for work</li> <li>• Sort items</li> <li>• Set all items in order</li> <li>• Perform shine activities</li> <li>• Standardize 5S</li> <li>• Sustain 5S</li> </ul>	
<b>MODULE CONTENTS:</b> <b>Unit 1. Preparing for work</b> <ul style="list-style-type: none"> <li>1.1 Working instructions</li> <li>1.2 Interpreting job specifications</li> <li>1.3 OHS requirements</li> <li>1.4 Preparing and using tools to implement 5S</li> <li>1.5 Identifying and checking Safety equipment and tools</li> <li>1.6 Preparing and using kaizen board</li> </ul>	

## **Unit 2. Sorting items**

- Planning and performing activities
- Identifying all items.
- Listing necessary and unnecessary items.
- Using red tag strategy for unnecessary items
- Placing of unnecessary items accumulate
- .Recording and quantifying necessary items.

## **Unit 3. Set all items in order**

- Preparing plan and implementing activities
- Performing general cleaning activities.
- Deciding storage location, and indication methods.
- Preparing and using tools/ equipment.
- Placing and checking assigning locations

## **Unit 4. Performing shine activities**

- **Basic concepts of shining**
- **Tools and used to implement shine**
- **Preparing tools and equipment**
- **Implementing shine activities.**
- **Performance measurement and recognition**
- **Conducting regular shining activities**

## **Unit 5. Standardize 5S**

- Standardizing 5S activities
- Implementing 5S activities work place organization
- Checking the activities list
- Preparing tools and techniques.
- Avoiding problems by Standardizing activities

**Unit 6. Sustain 5S**

- **Preparing Plan and sustain 5S activities.**
- **Discussing, preparing, implementing tools and techniques.**
- **Working area inspection**
- **Conditioning to sustain**