

Shopfloor Productivity Improvement An Introduction To 5S Housekeeping & Total Productive Maintenance

5S Housekeeping (5S) is a management programme that focuses on improving the level of quality and safety as well as minimising wastage at the workplace. The result of 5S is a neater, safer and leaner working environment. Efficiency goes up, costs come down.

TPM (Total Productive Maintenance), on the other hand, is an innovative approach to maintenance that optimizes equipment effectiveness, eliminates breakdowns, and promotes autonomous operator maintenance through day-to-day activities involving the total workforce.

1. Course Objectives

After the course, participants will be able to:

Increase efficiency and productivity in the workplace through 5S

Remove wastages and improve workplace safety

Appreciate the various plant maintenance techniques

- 2. Duration** : 3½ hours
- 3. Who Should Attend** : Managers, Engineers, Supervisors, Technicians, Production Leaders and Related Production and Service Personnel
- 4. Course Outline** :
- Overview
 - Benefits and Principles of 5S
 - Seven Wastes
 - How to Implement 5S
 - Visual Control Systems
 - Plant Maintenance Management
 - Concept of TPM
 - Preventive Maintenance
 - Predictive Maintenance
 - Autonomous Maintenance

Total Quality Process (TQP)

The objectives of TQP (Total Quality Process) is to help companies develop a corporate culture that is committed to quality and implement a workable quality management system that trains everyone to speak a common language, adopt a common quality performance standards that is 100% right, and to prevent defects from happening.

1. Course Objectives

After the course, participants will be able to:

Understand a common language of quality based on the Five Quality Principles

Identify your customers and work to meet their requirements every time

2. Duration : 3½ hours

3. Who Should Attend : Managers, Supervisors and Executives who are interested and/or involved in the implementation and management of the Total Quality in their organisations

4. Course Outline :
Introduction to Quality Management
Total Quality Process (TQP)
Five Quality Principles
Four Key activities

An Introduction to Productivity Concepts

Today, productivity has become a national priority for all economies, be they developed or developing. For a country such as Singapore, with people as its only resource, its very survival depends on its sustained ability to produce more output per unit of resource used. Productivity improvement fuels economic growth, keeps a lid on inflation and enables a higher standard of living.

1. Course Objectives

After the course, participants will be able to:

- Understand the basic concepts and definitions of various aspects of productivity
- Understand the different yardsticks for measuring productivity
- Understand a practical application of productivity measurement at the company level

- 2. Duration** : 3½ hours
- 3. Who Should Attend** : Managers, Supervisors and Executives who are interested and/or involved in the implementation of the Balanced Scorecard in their organisations
- 4. Course Outline** :
- What is Productivity?
 - Productivity Indicators
 - Application of Productivity Analysis for Companies
 - The Productivity Process
 - Importance of Productivity

INNOVATION

EXCELLENCE

SERIES

