

## INTERNAL AUDIT

### COURSE OBJECTIVES

5-S is the renowned and proven philosophy and methodology for organizing, cleaning, developing, and sustaining a productive and functional work environment which focuses on improving quality, safety, moral, productivity and efficiency. The final outcome of 5S implementation is the marked improvement to the organization's profitability.

- ✚ To understand the principles of 5-S.
- ✚ How to implement and sustain the 5-S audit program in any organization
- ✚ How to initiate 5S audit
- ✚ 5-S role play audit exercises.

### COURSE CONTENT

- ✚ 5-S Introduction
- ✚ Seiri
- ✚ Seiton
- ✚ Seiso
- ✚ Seiketsu
- ✚ Shitsuke
- ✚ Planning 5S audit
- ✚ 5S audit criteria
- ✚ Creation and adoption of audit checklist
- ✚ Conducting audit
- ✚ Post audit activities
- ✚ Reward and recognition

## **BENEFITS**

- ✚ Practical understanding of the 5S principles and how it can be applied to any organization that seeks to improve its work environment.
- ✚ Able to systematically and effectively plan, implement and monitor the 5S program.
- ✚ Utilizing Team Approach in 5S deployment.

## **FOR WHOM**

Managers, executives, supervisors and line leaders who is responsible and accountable for work place excellence practices.