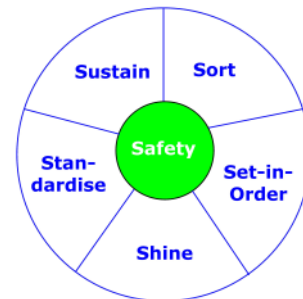


## P5SVF - Visual Factory Workshop

The key elements of a Visual Factory are:

- a) 5S - Work Place Organization and Standardization,
- b) Visual Display – to share information, and
- c) Visual Controls – to prevent defects and errors.



**a) 5S** is a methodology to improve your workplace and is suitable for all types of industries. The principles can be applied in an office, workshop, factory, or warehouse and provide increased productivity, quality and safety.

Originating from Japan this system has been adapted by the worlds leading Organisations and is considered as the foundation of the Toyota Production System or TPS.

The 5S system comprises of five simple steps:

1. Sort – remove the unneeded items from the workplace
2. Set in Order – a place for everything and everything in its place
3. Shine – a clean workplace highlights problems
4. Standardise – find best practice and make it common practice
5. Sustain – the hard part, how do we keep it going

**b) Visual Displays** communicate important information but does not control what people or machines do. Displays help avoid confusion, mix-ups and speeds up activity.

**c) Visual Controls** communicate information so that activities are performed according to standards and help monitor and control.

You will be amazed to see how the principles of Visual Factory can make a huge difference to your work environment that you don't want to go back to the old ways of doing things.

The workshop will include videos, activities and practical tips in changing your work area to make safer and more productive.

A **2-day Intervention program** will provide the participants with all the knowledge needed and also help engage the participants in starting the implementation of Visual Factory in a chosen pilot area of your choice.

**Note:** The workshop can also be run in 4 x 4hour sessions for operational staff

**Optional Support** is available for 3 months on a fortnightly basis.

**The workshop is suitable for** - Operators, Team Leaders, Supervisors, Managers, and Admin Staff.

**Benefits:** Improved Productivity, Capacity, Quality and Safety plus reduced inventory, cost, absenteeism etc.



**This workshop can be linked to the following unit standards depending on the scope of workplace projects undertaken:**

- **21508 (Level-3, 5 Credits)** - Apply 5S procedures in a competitive manufacturing organisation (for Operators, Team Leaders and Supervisors)
- **21523 (Level-4, 5 Credits)** - Lead 5S in a competitive manufacturing organisation (for Team Leaders and Supervisors)
- **21537 (Level-5, 15 Credits)** – Manage a 5S system in a competitive manufacturing organisation (for supervisors and managers)
- **Note:** To be awarded these unit standards, evidence must be provided from the work place as proof of implementation. The participants need to undergo work place assessments. There would be additional cost involved for this service.

**Contact Productivity Institute to book your workshop(s) or for further information**