

## 5S LEAD ASSESSOR TRAINING

### REGISTRATION FORM 13<sup>th</sup> & 14<sup>th</sup> June 2018 (NON RESIDENTIAL)

To,  
The Secretary  
Quality Circle Forum Of India  
Visakhapatnam Chapter  
401, 4<sup>th</sup> Floor, AG Avenue, Dwarakanagar 2<sup>nd</sup> lane  
Visakhapatnam-530016

S.No.	Name	Designation

Name of organization : \_\_\_\_\_

Address : \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ payment details.: \_\_\_\_\_

Date: \_\_\_\_\_ For Rs. \_\_\_\_\_

Bank: \_\_\_\_\_

Signature :

Name :

Date : Designation :

TWO DAY PROGRAMME

on

**5S (Work Place Management)**

## LEAD ASSESSOR TRAINING



13<sup>th</sup> & 14<sup>th</sup> June 2018

**VENUE :**

Management Development Centre  
Sector-V, Ukkunagaram  
Visakhapatnam - 530 031



*Organised by*

**QUALITY CIRCLE FORUM OF INDIA  
VISAKHAPATNAM CHAPTER**

# 401, 4<sup>th</sup> Floor, A.G.Avenue, Dwarakanagar 2<sup>nd</sup> Lane,  
Visakhapatnam-530016, 0891-2725570  
e-mail: qcfivizagchapter@gmail.com

**WHAT IS 5S?** 5 S is an integrated Japanese concept for "Workplace Management". Effective workplace management calls for five steps.

SEIRI	:	Re-organisation
SEITON	:	Neatness
SEISO	:	Cleaning
SEIKETSU	:	Standardisation
SHITSUKE	:	Discipline

### **PROGRAMME OBJECTIVES**

1. To understand the Philosophy, basic concept and implementation of 5S Work place management.
2. To be able to design and structure effective check list in concerned work areas in the organisation.
3. For better understanding of sustenance system.
4. Learning group dynamics and team synergy for Total employee involvement for 5S implementation.
5. To develop 5S Lead Auditors to undertake in-house 5S audit.

### **METHODOLOGY**

Learning through Lectures, interactive sessions, demonstration and syndicate exercises.

### **PROGRAMME OUTLINE**

1. 5S concept.
2. Implementation of 5S in organisation.
3. Syndicate exercise and presentation.
4. Self audit system, preparation of checklist for self audit.
5. About self audit, role and responsibility and quality of accessor.
6. Management audit system.
7. Syndicate exercise.
8. Revision then overall individual test.

### **5S LEAD ASSESSOR CERTIFICATE**

Lead assessor certificate will be awarded to the participants after their successful performance in a test to be conducted at the end of the training programme. Further, they need to conduct at least one audit within 3 months of Certification along with Certified 5S Lead Auditor of QCFI.

### **PARTICIPANTS PROFILE**

Frontline and middle level executives from all organisations who are already implementing/interested in implementing 5S concepts are willing to become 5S lead assessor.

### **FACULTY**

Senior Faculty from QCFI Hq having vast experience in conducting workshops/training programme on 5S concepts, auditing and certification will be conducting the programme.

### **DATE & DURATION**

13<sup>th</sup> - 14<sup>th</sup> June 2018 (2 Days) from 9.00 AM to 5.00 PM.

### **COURSE FEE**

Rs. 3,000/- + 18% GST per participant which includes stationery, training material, tea/snacks and working Lunch to be payable in the form of DD/Cheque/NEFT in favour of "Quality Circle Forum of India" payable at Visakhapatnam.

### **VENUE**

Management Development Centre(Ukku House), Sector-V, Ukkunagaram, Visakhapatnam Steel Plant.

### **ENROLLMENT**

The Enrolment form indicating the list of name(s) of the participant(s) along with DD/Cheque/NEFT for Course Fee should be sent to the address appended.

**LAST DATE FOR REGISTRATION** : 6<sup>th</sup> June 2018.

Note : The participants should report at the venue at 8.30 am on 13<sup>th</sup> June 2018.

### **PROGRAMME COORDINATOR**

Sri M.S.Srinivas, Hon.Secretary, 0891-2542938, tele fax : 2725570,  
Email : qcfvizagchapter@gmail.com