

# CPM-200 Generic 5S, Site Labelling and Continuous Improvement Catalogue

1

# 5S, Site Labelling and Continuous Improvement

2



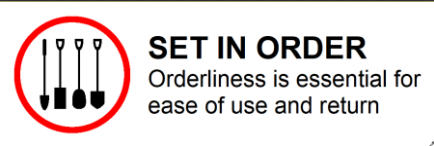
CI2001



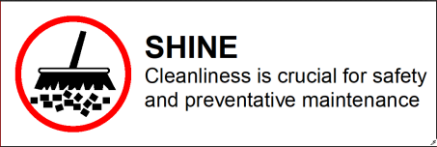
CI2002



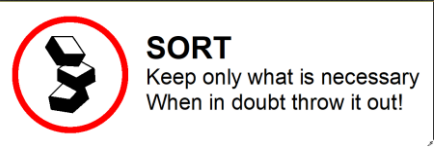
CI2004



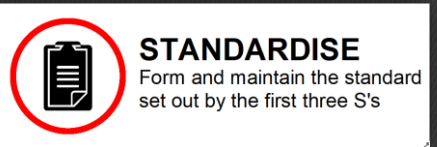
CI2005



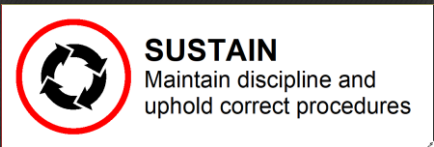
CI2006



CI2007



CI2008



CI2009

| 5S Red Tag   |  |
|--|--|
| General Information                                    |  |
| Item:  |  |
| Located:   |  |
| Identified by:   |  |
| Date:  |  |
| Reason for tagging                                     |  |
| <input type="checkbox"/> No longer needed              | <input type="checkbox"/> Defective     |
| <input type="checkbox"/> Obsolete                      | <input type="checkbox"/> Extra         |
| <input type="checkbox"/> Other                         |  |
| Item type  |  |
| <input type="checkbox"/> Equipment                     | <input type="checkbox"/> Machine Parts |
| <input type="checkbox"/> Tools & Jigs                  | <input type="checkbox"/> Raw Materials |
| <input type="checkbox"/> Finished Goods                | <input type="checkbox"/> Stationary    |
| <input type="checkbox"/> Other                         |  |
| 5S Red Tag   |  |
| What should happen to the item?                        |  |
| <input type="checkbox"/> Discard or Recycle            |  |
| <input type="checkbox"/> Move to relevant Holding Area |  |
| <input type="checkbox"/> Return to                     |  |
| <input type="checkbox"/> Other                         |  |
| Decided Actions & Comments                             |  |
|  |  |

CI2003

# 6S LEAN WORKPLACE

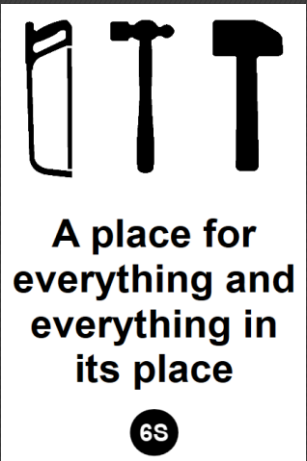


CI2010

3



CI2011



CI2012



CI2013



CI2014



CI2015



CI2016



CI2017



CI2018



**DANGER**

**DO NOT  
START**

TAG AND LOCK TO BE  
REMOVED BY AUTHORISED  
PERSONNEL ONLY

CI2019



**DANGER**

**DO NOT  
START**

TAG AND LOCK TO BE  
REMOVED BY AUTHORISED  
PERSONNEL ONLY

CI2020



**DANGER**

EQUIPMENT  
LOCKED OUT BY

CI2021



**DANGER**

EQUIPMENT  
LOCKED OUT BY

CI2022





**DANGER**

**DO NOT  
OPERATE**

This lock/tag may  
only be removed by:

Name:

Date:

Tel:

CI2023



**DANGER**

**DO NOT  
OPERATE**

This lock/tag may  
only be removed by:

Name:

Date:

Tel:

CI2024



**Do not  
switch  
on**

Signed:

Date:

CI2025



**Do not  
switch  
on**

Signed:

Date:

CI2026



**Do not use  
out of order**

Signed by:

Date:

Comments:

CI2027



**Do not use  
out of order**

Signed by:

Date:

Comments:

CI2028



**Passed  
Safety**

Comments:

Signed:

Date:

CI2029



**Passed  
Safety**

Comments:

Signed:

Date:

CI2030



CI2031



CI2032



CI2033



CI2034



CI2035



CI2036



CI2037

|                             |             |
|-----------------------------|-------------|
| <div></div>                 |             |
| EQUIPMENT INSPECTION RECORD |             |
| Job Ref: <div></div>        |             |
| Hazard & Warning Symbols    |             |
| Emergency Tel No:           |             |
| Location                    | <div></div> |
| Date Of Inspection          | <div></div> |
| Next Test Date              | <div></div> |
| Comments:                   |             |
| Authorised by:              |             |

CI2038

|                          |             |
|--------------------------|-------------|
| <div></div>              |             |
| LADDER INSPECTION RECORD |             |
| Job Ref: <div></div>     |             |
| Date                     | Signed      |
| <div></div>              | <div></div> |
| <div></div>              | <div></div> |
| <div></div>              | <div></div> |
| <div></div>              | <div></div> |
| <div></div>              | <div></div> |
| <div></div>              | <div></div> |
| <div></div>              | <div></div> |

CI2039



CI2040



CI2041



6

FAILURE TAG

Information

Name  Date

Section  Machine (part)

Deviation / Problem

Loose ☐

Missing ☐

Unneeded ☐

Broken ☐

Damaged ☐

Attrition ☐

Abnormal pressure or temperature ☐

Abnormal effect ☐

Sound ☐

Vibration ☐

Odour ☐

Margin ☐

No lubrication ☐

Compressed air leakage ☐

No identification of standard ☐

Other: ☐

Description

Possible solution

Priority > 

1

2

3

Performed by:

Date:

CI2042

FAILURE TAG

Information

Name  Date

Section  Machine (part)

Possible solution

Priority > 

1

2

3

Deviation / Problem

Loose ☐

Missing ☐

Unneeded ☐

Broken ☐

Damaged ☐

Attrition ☐

Abnormal pressure or temperature ☐

Abnormal effect ☐

Sound ☐

Vibration ☐

Odour ☐

Margin ☐

No lubrication ☐

Compressed air leakage ☐

No identification of standard ☐

Other: ☐

Description

Performed by:

Date:

CI2043

FAILURE TAG

Information

Name  Date

Section  Machine (part)

Deviation / Problem

Loose ☐

Missing ☐

Unneeded ☐

Broken ☐

Damaged ☐

Attrition ☐

Abnormal pressure or temperature ☐

Abnormal effect ☐

Sound ☐

Vibration ☐

Odour ☐

Margin ☐

No lubrication ☐

Compressed air leakage ☐

No identification of standard ☐

Other: ☐

Description

Possible solution

Priority > 

1

2

3

Performed by:

Date:

CI2044

QUALITY CONTROL

AWAITING INSPECTION

Comments

Date

Authorisation

CI2045

ACCEPT

EQUIPMENT / COMPONENT / MATERIAL

PART NO.

P.O. NO.

INSPECTOR  SIGNED BY  DATE

TO BE ATTACHED OR REMOVED BY AUTHORIZED PERSONNEL ONLY

CI2046

O.K. TO USE

JOB NO.

P.O. NO.

DESCRIPTION

QUANTITY

BY

DATE

CI2047

# Green Tag

1. We DO Need It
2. Keep It.

# Red Tag

1. Not Needed.
2. Dispose of It Now.

# CI2051

QUALITY  
CONTROL

**CALIBRATED**

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_

Authorisation \_\_\_\_\_

CI2049

QUALITY  
CONTROL

PASSED  
INSPECTION

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Authorisation \_\_\_\_\_

# CI2050

# 7



**CENTRAL  
5S RED TAG  
HOLDING AREA**



**5S RED TAG AREA**

**TAG ALL  
ITEMS**

A white rectangular sign with a red border made of diagonal stripes. The text on the sign is in red, bold, sans-serif capital letters. It reads "5S" on the first line, "RED TAG" on the second line, and "AREA" on the third line.

**5S  
RED TAG  
AREA**

| <h2 style="margin: 0;">5S TAG</h2>  |  |
|---|--|
| <p><b>Information</b></p> <hr/> <p>Name _____</p> <p>Date _____</p> <p>Section _____</p>  | <p><b>Additional information</b></p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p><b>Action</b></p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>Right spot</p> <input type="checkbox"/> </div> <div style="text-align: center;"> <p>Different place</p> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>Central storage</p> <input type="checkbox"/> </div> <div style="text-align: center;"> <p>Unneeded/<br/>eliminate</p> <input type="checkbox"/> </div> </div> |  |

# 5S TAG

## Information

Name

Date

Section

## Action

|                 |                          |                        |                          |
|-----------------|--------------------------|------------------------|--------------------------|
| Right spot      | <input type="checkbox"/> | Different place        | <input type="checkbox"/> |
| Central storage | <input type="checkbox"/> | Unneeded/<br>eliminate | <input type="checkbox"/> |

## Additional information

# 5S TAG

| Information   | Additional information  |
|---|---|
| Name _____  | <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> |
| Date _____  |   |
| Section _____   |   |
|   |   |
| <div style="background-color: #f2f2f2; padding: 5px; border: 1px solid black;"> <b>Action</b> </div>  | <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Right spot <input type="checkbox"/></div> <div style="width: 45%;">Different place <input type="checkbox"/></div> </div>              |   |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Central storage <input type="checkbox"/></div> <div style="width: 45%;">Unneeded/<br/>eliminate <input type="checkbox"/></div> </div> |   |
|   |   |

CI2058

5S TAG

Information

Name

Date

Section

Action

Right spot

Different place

Central storage

Unneeded/eliminate

Additional information

CI2059

5S

RED TAG

AREA

CI2060

Yellow Tag

1. We MAY need this

2. Keep it until:

(Disposal Date)

CI2061



CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other:

Description

CI2062

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other:

Description

CI2063

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other:

Description

CI2064

CLEANING TAG

Information

Name

Date

Section

Work station

Cause

Surroundings

The process

Incorrect agreements

Design fault

Other:

Description

CI2065

CAUTION

DO NOT

OPERATE

Date

Authorisation

CI2066

HOLD

Remarks

Signed By

Date

CI2067

MAINTENANCE

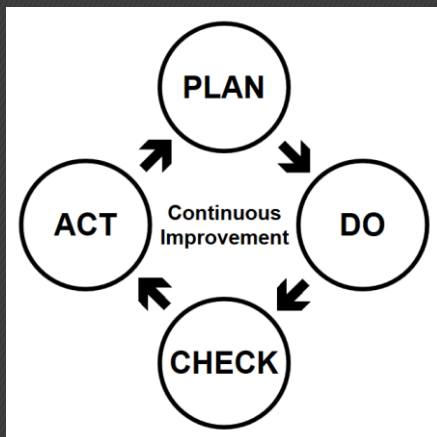
RECORD

DATE

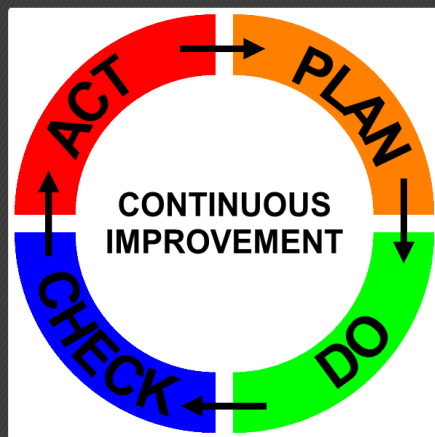
BY

CI2068

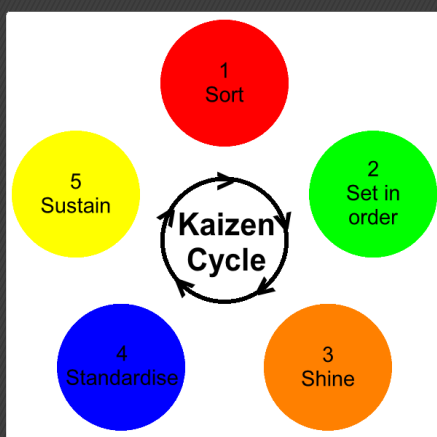




CI2069



CI2070



CI2071



CI2072



CI2073



CI2074

## Steps of 6S

**Sort:** Keep only what is necessary. Store or discard rarely used, broken, or unused items

**Set in Order:** Arrange and label often used tools and other items so they can easily be found, used, and returned to the same place.

**Shine:** Keep everything swept and clean. Perform regular maintenance so equipment is always ready

**Standardise:** Perform all processes in a consistent manner. Make the first 3 "S's" regular actions.

**Sustain:** Perpetuate the 5S processes you devolped as a part of the company culture

**Safety:** Identify and aliminate all hazards for a zero accident and injury free workplace.

CI2075

## Steps of 6S

**Sort:** Keep only what is necessary. Store or discard rarely used, broken, or unused items

**Set in Order:** Arrange and label often used tools and other items so they can easily be found, used, and returned to the same place.

**Shine:** Keep everything swept and clean. Perform regular maintenance so equipment is always ready

**Standardise:** Perform all processes in a consistent manner. Make the first 3 "S's" regular actions.

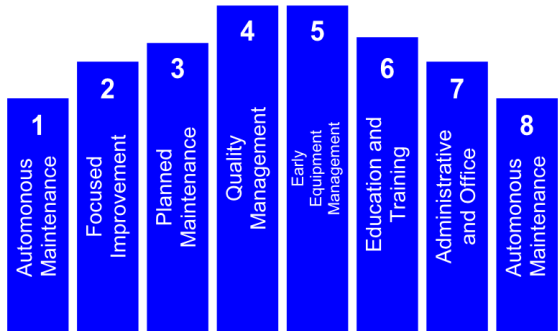
**Sustain:** Perpetuate the 5S processes you devolped as a part of the company culture

**Safety:** Identify and aliminate all hazards for a zero accident and injury free workplace.

CI2076

10

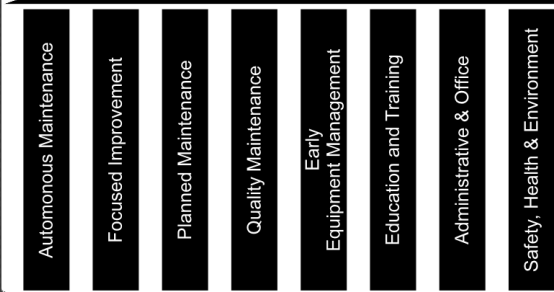
## Eight Pillars of TPM



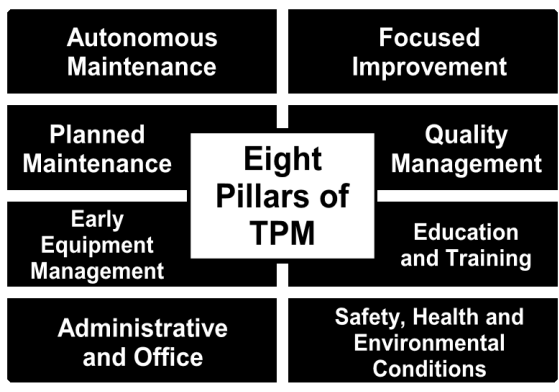
CI2077

## TPM

8 Pillars



CI2078



CI2079