

Participant Workbook

Sort
Set In Order Set In O
Shine Shine
Standardize

Sustain





# 5S Participant Workbook





## Copyright 2006 Enna, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of information contained herein.

#### For information contact:

Enna Products Corporation 1602 Carolina St. Unit B3 Bellingham, WA 98229 Telephone: (360) 306-5369

Fax: (905) 481-0756 E-mail: info@enna.com

The 5S Office Version Two Participant Workbook and design are trademarks of Enna Products Corporation.

ISBN-13: 9781138069268

Distributed by Productivity Press, an imprint of CRC Press 711 Third Avenue, New York, NY 10017 2 Park Square, Milton Park, Abingdon, Oxon OX14 4RN www.productivitypress.com

CRC Press is an imprint of the Taylor & Francis Group, an informa business

#### Note:

This publication contains the opinions and ideas of its authors. It is intended to provide helpful and informative material on the subject matter provided. It is sold with the understanding that the authors and publisher are not engaged in rendering professional services in this book. If the reader requires personal assistance or counsel, a competent professional should be consulted.

The authors and publisher specifically disclaim any responsibility for any liability, loss, or risk, personal or otherwise, which is incurred as a consequence, directly or indirectly, of the use and application of any of the contents of this book.

# **Special Symbols:**

This book is organized to guide the individual through the training. In addition to the Notes section there are a number of symbols used to help the participant throughout the presentation and workshop. For your convenience these symbols are repeated at the introduction of each section of this workbook.



# Suggestion:

This symbol represents a suggestion or is a general statement relating to facilitation of the training.



### Tip:

This symbol represents a tip to the Facilitator and is specific to the concept that the Facilitator is presenting.



#### **Question:**

This symbol represents a question that may be asked to the Facilitator or to the participants in the workshop. It is intended to foster interaction during the training.



# **Table of Contents**

Section 1
5S & Lean Operations1
Section 2
5S & Organization: Each Piece of the Puzzle19
Section 3
5S & Teamwork 30

