

**I CERTIFY THAT ALL SEMESTER 1 5S OUTCOMES HAVE BEEN COM-  
PLETED:**

**DATE**

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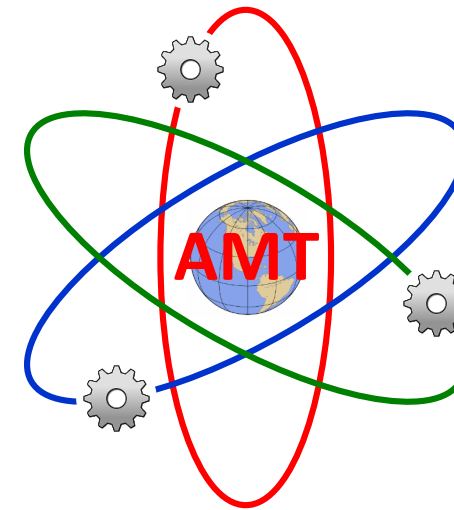
**SIGNATURE**

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*AMT Leader*

**TOYOTA**

***Advanced Manufacturing Technician***



**Manufacturing Core Exercises**

**MCE 2: 5S**

***Workplace Visual Control***

# Outcomes

## AMT Semester 3 Manufacturing Core Exercise Activity Outcomes

### 5S - WORKPLACE ORGANIZATION

- Complete initial 5S training.
- State each of the 5 S's.
- Explain thoroughly each of the 5 S's.
- Establish your class's 5S Board (group 5S project) (add to existing school board)  
Present Safety Board to a school and work panel.
- Conduct an individual 5S walk-through of your school floor. Record results.  
Compare to Toyota/company 5S walk-through. Place in portfolio.
- Conduct an individual 5S walk-through of your workplace. Record results.
- Identify and complete a 5S Project in your school, making a better condition.  
Present 5S Project to a school and work panel. (Individual 5S project)
- Identify and complete a 5S Project in your workplace, making a better condition.  
Present 5S Project to a school and work panel. (Individual 5S project)
- Lead & participate in monthly school 5S walk-throughs. Post results.
- Participate in ensuring that each class is left in 100% 5S standard each day.
- Write a paper explaining how 5S is a tool of TPS.
- Write a paper explaining your impression of your company's daily 5S practice.
- Submit an essay on 5S: "What is 5S? How Can I Improve 5S at my Company?"

# Presentations

Record every presentation in which you participate, either as the main presenter (LEADER) or part of the presentation team. Do not record if attendee only.

Record the feedback on your professional presentation technique & performance.

DATE	AREA	Topic	Presentation LEADER Or Presentation TEAM	PROFESSIONAL PRESENTATION FEEDBACK

TOTAL NUMBER OF PRESENTATIONS \_\_\_\_\_

TOTAL NUMBER OF PRESENTATIONS THAT I LED \_\_\_\_\_

# KYT Activity

Attach additional sheets, if necessary.

DATE	AREA	Topic	Check if you were the KYT Leader	NOTES

TOTAL NUMBER OF KYTs \_\_\_\_\_  
 TOTAL NUMBER OF KYTs WHICH I LED \_\_\_\_\_

# 5S Basics

**STATE EACH 5S (ENGLISH) FROM MEMORY IN ORDER AND WITHOUT ERROR 3 CONSECUTIVE TIMES (3 DIFFERENT DAYS):**

DATE

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**EFFECTIVELY DISCUSS EACH ELEMENT OF 5S.**

DATE

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**DESCRIBE THE WORKPLACE BENEFIT OF EACH ELEMENT OF 5S.**

DATE

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**NOTES**

**AMT Activity & Report Records**

# 5S WALK THROUGH

*Developing Your Eye for 5S*

## RECEIVE INSTRUCTION ON CONDUCTING A 5S WALK THROUGH:

*Also receive your form for conducting the walk through.*

DATE

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## 5S WALK THROUGH COMPLETED

DATE

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*Keep your Safety Walk Through with this Work Book*

## COMPANY WALK THROUGH COMPLETED

DATE

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WHO COMPLETED THE WALK THROUGH

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# 5S Essay: 5S at Work

You have completed your 5S “Workplace Visual Organization” Exercise Outcomes. You have also participated in activities both at work and at school regarding 5S. As your understanding of 5S has increased you should have begun seeing your workplace in the company in a different light. This essay will reflect on whether or not you think that your workplace exhibits good 5S practice.

Your assignment is to write an essay discussing the 5S condition of your workplace.

Another goal of the essay is to give you the opportunity to develop your good writing skills, both in using effective writing basics such as grammar, structure, and spelling, and in effectively communicating a message.

Guidelines:

- Length: 1-3 pages.
- Content: Items to consider include whether your workplace practices 5S at all. If so, what are the best practices of 5S in your workplace? In what ways can 5S be improved in your workplace? How is the business efficiency of your workplace affected—good or bad—by the practice of 5S. How can you take personal initiative to become an active improvement agent in your workplace? There is much more that can be included.
- This essay does not need to be foot-noted unless your writing needs it. Use any accepted writing standard or structure that you wish, but be sure to use correct practices and techniques.
- Write in any medium that you wish (paper, computer, etc.) The final product should be in electronic form so that it can be both e-mailed and saved as a file. It should be in a form that can easily be converted to Microsoft Word.
- Double check spelling!
- Print a copy of your final product.
- E-mail your file to the following parties:
  - ◊ AMT Leader: \_\_\_\_\_ (e-mail address)
  - ◊ School AMT Coordinator: \_\_\_\_\_ (e-mail address)
  - ◊ North American Toyota AMT Regional Assistant: [jim.mattingly@tema.toyota.com](mailto:jim.mattingly@tema.toyota.com)
  - ◊ Additional parties as directed: \_\_\_\_\_ (e-mail address)

**DUE DATE**

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# 5S Essay: TPS TOOL

You have completed your 5S “Workplace Visual Organization” Exercise Outcomes. You have also participated in activities both at work and at school regarding 5S. You should be a different person than you were a few months ago.

5S is considered to be “The First Tool of TPS.” It is the first and the most universal way in which we put TPS to work. All team members—Production, Skilled Maintenance, Office & Professional, and Management—should practice 5S as part of their intentional practice of TPS.

Your assignment is to write an essay discussing the connection of 5S to TPS. Another goal of the essay is to give you the opportunity to develop your good writing skills, both in using effective writing basics such as grammar, structure, and spelling, and in effectively communicating a message.

## Guidelines:

- Length: 1-3 pages.
- Content: How does each element of 5S support TPS? Which elements of TPS are most impacted by the practice of 5S? How does 5S promote the achievement of Jidoka? How does 5S promote the achievement of Just-in-Time? Does 5S support Heijunka? Does 5S impact the key Customer First elements of Highest Quality, Lowest Cost, and Shortest Lead Time? These are just thought starters. There is much more that can be included.
- This essay does not need to be foot-noted unless your writing needs it. Use any accepted writing standard or structure that you wish, but be sure to use correct practices and techniques.
- Write in any medium that you wish (paper, computer, etc.) The final product should be in electronic form so that it can be both e-mailed and saved as a file. It should be in a form that can easily be converted to Microsoft Word.
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**DUE DATE**

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## WALK THROUGH COMPARISON

*Discuss (write) differences in your Walk Through and the Company Walk Through*

**HOW HAS YOUR 5S EYE CHANGED?**





DATE	CLASS	100% /	UNSAT x	NOTES

### 5S IMPROVEMENT PRESENTATION:

DATE

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### REVIEWERS AT THE PRESENTATION

NAME	TITLE
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**5S +IMPROVEMENT FEEDBACK:**  
*Write feedback that you receive on your safety improvement*

