

5S Workplace Organisation Visual Standard

Zone / Op: Offices	All Office Areas
Originator: Jay Ellard	
Approved: jellard	General Office Space
Date: 15/08/18	Reference: EMCUK-GE-VST-0322



Key check points:

- 1: During working hours, job roles are recognised and respected. All documents/manuals/components etc. that are required during shift are acceptable with the expectation that they are returned to personal drawers or cupboards at end of shift.
- 2: Laptop bags are allowed under the desk, during working hours
- 3: 1 personal item allowed on each desk
- 4: 1 calendar allowed on desk
- 5: Backboard (behind IT equipment) okay to be used for displaying relevant information
- 6: Clean desk policy on departure from office, other than agreed principles
- 7: Safety shoes okay to be left under desk at end of shift.

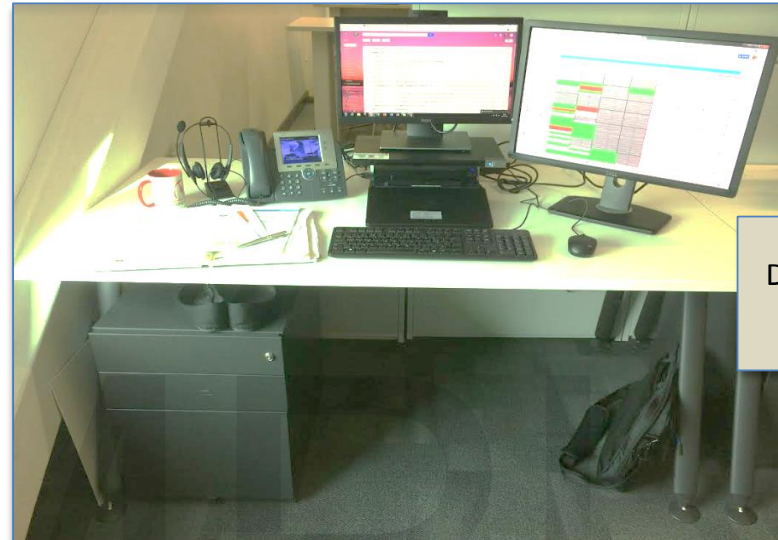
"A place for everything and everything in its place"

Responsibility / Frequency of checks:

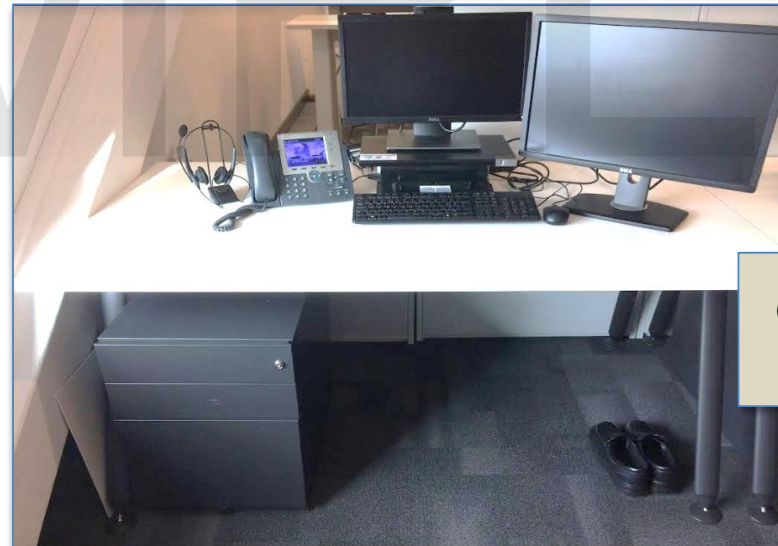
It is the responsibility of **YOU** to sustain this standard

An organised workplace is an efficient workplace!

Agreed standard for the workplace:



During work time
example



Outside of work
time example

5S Workplace Organisation Visual Standard

Zone / Op: Warehouse

Mod 4 Assembly

Approved: jellard

COSHH Cupboard Inventory

Date:

Reference: EMCUK-GE-VST-281



Key check points:

1. Only COSHH items to be stored in the cupboard.
2. All items stored must be on the inventory list on the door (JLR-TMP-174516).
3. Stock replenished within min/max levels as per the inventory list (Circled blue)
4. Expiry Date populated if applicable to substance (Circled Yellow).
5. All item locations to be clearly labelled (Circled red).
6. Ensure Safety Data sheet and Inventory List are in date (Circled green)


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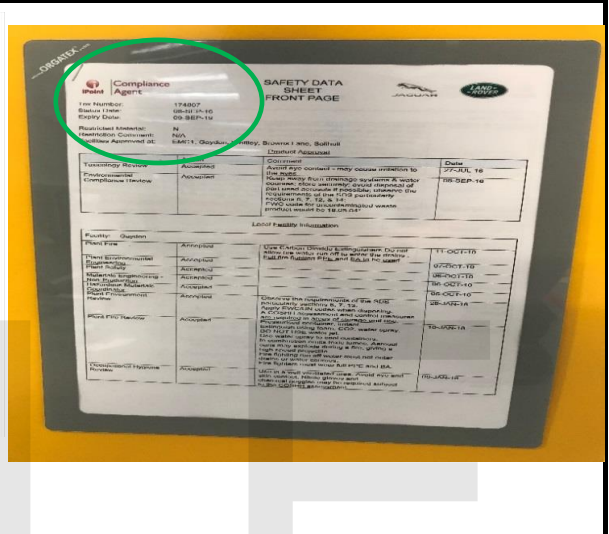
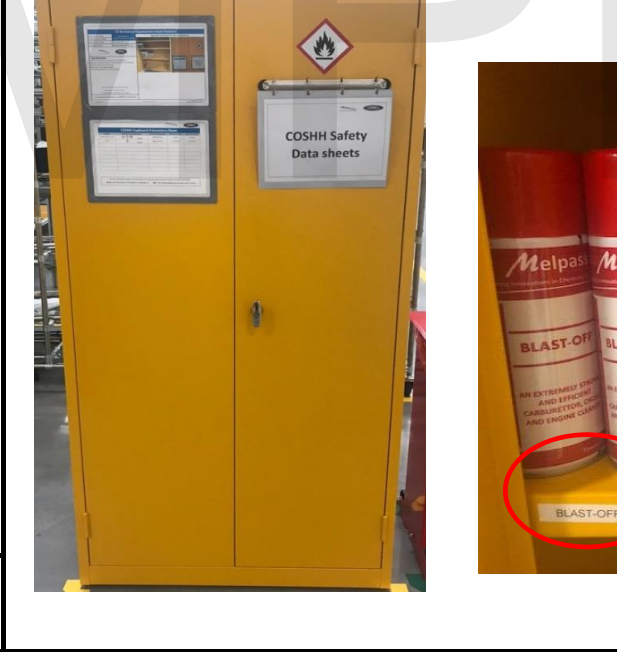
COSHH Cupboard Inventory Sheet

Product	Tox Number and Hazard Symbol	CIL Number/Supplier	Minimum Stock	Maximum Stock	Expiry Date (If applicable)
Lacitite 7063 (cleaner)	(L) (O) (D) 385652	03000282/IESA	6 CANS	30 CANS	09/2019
GP 50	(O) 220410	FUCHS	1 BOTTLES	2 BOTTLES	 09/2019
Lacitite 5970	(I) (O) 209360	FUCHS	3 TUBES	12 TUBES	 09/2019
Lacitite SI 5660	(O) 262613	FUCHS	1 TUB	2 TUBS	
MPI10	(I) 159196	IESA	1 SL BOTTLE	2 SL BOTTLES	

If at any point this cupboard drops below the minimum level, please **escalate** to your team leader.

Fuchs- John Molevade [07739936097]/ CHANNEL 14 **IESA**- Dan Allibopp ([dalibopp](#)) Customer Focus Centre

Downloaded from <http://ajph.org/> on November 10, 2015



5S Workplace Organisation Visual Standard

Zone / Op: ALL	Mod 4 Assembly
Originator: Jay Ellard	
Approved: jellard	Stripback Bench (excluding Hot Run)
Date: 26/06/2018	EMCUK-GE-VST-320



Key check points:

- 1: Ensure stripback bench is kept clear when not in use.
- 2: Ensure SPL is present & dummy hold tag is in home position when not in use. (Pic 1).
- 3: Ensure stripback tools are returned to drawer when not in use. (Pic 2)
- 4: Ensure drawers are locked when not in use. Team Leader & Zone Champion to have keys to access drawers.
- 5: Ensure the correct gloves are stored in the bottom right cupboard with min & max levels (Pic 3).

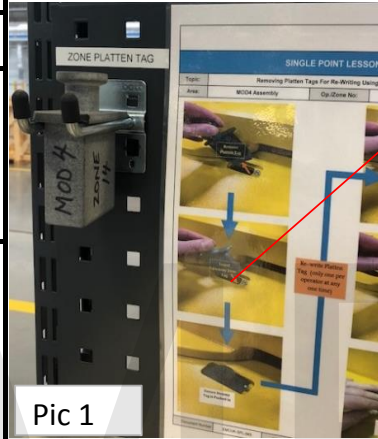
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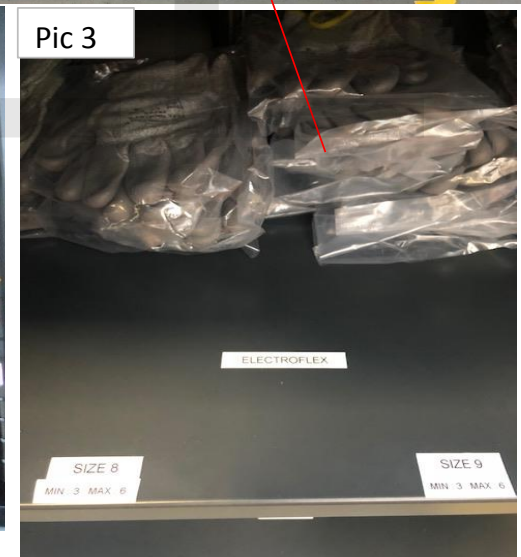
Pic 1



Pic 3



Pic 2



5S Workplace Organisation Visual Standard

Zone / Op: SS2 Office	SS2 Think Tanks
Originator: Jay Ellard	
Approved: jellard	Think Tank Standard
Date: 15/03/18	Reference: EMCUK-GE-VST-0011



Key check points:

- 1: All papers are collected in or disposed in correct bin.
- 2: All other rubbish placed in correct bins.
- 3: Wires on the desk are left tidy and visible.
- 4: Underneath the tables are clear and tidy.
- 5: All equipment is left undamaged.
- 6: Chairs are tucked in.
- 7: Projector or screen is turned off.
- 8: Whiteboard is clean
- 9: Lights are turned off.

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