Operational excellence

5S and Visual Management: Pilot Workshop

Two days to set up 5S on a real workstation at your site and make it last. The method is explained step by step with its pitfalls, then applied in a pilot workshop: sort, set in order, shine, standardise, sustain. Visual management, team routines and the 5S audit then give supervisors the means to steer performance at a glance.

Duration : 2 days

Objectives

1. Explain the five steps of 5S and why a 5S workshop falls back
2. Run a 5S pilot workshop on a real workstation, with the team that works there
3. Design the workstation's visual standards: locations, markings, cues, reference state
4. Set up a visual management board and the routines that keep it alive
5. Carry out a 5S audit and draw an action plan from it

Programme

Day 1 — morning

• Why 5S: safety, quality, search time, the site's image with customers and auditors

• Sort, set in order, shine, standardise, sustain: content and deliverables of each step

• The pitfalls: a big clean-up with no follow-up, excessive labelling, a workshop run without the workstation's team

• Preparing the pilot workstation: before photos, red tags, sorting area

Day 1 — afternoon

• Pilot workshop: sorting the workstation and a quarantine area for unnecessary items

• Setting in order: locations, outlines, floor marking, frequency of use

• Shine to inspect: spotting leaks, wear and sources of dirt

• Listing the anomalies to hand over to maintenance

Day 2 — morning

• Standardise: photographed reference state, cleaning standard, responsibilities

• Visual management: workstation indicators, visible deviations, colour codes

• Team board and short routines: what is displayed, who leads, how often

• Agri-food and pharma sites: supports and markings compatible with hygiene requirements

Day 2 — afternoon (workshop)

• Workshop: 5S audit grid adapted to your site and first audit of the pilot workstation

• Before / after photos and measurement of the workshop's results

• Roll-out plan to other workstations and audit calendar

• Knowledge test and presentation of the workshop to supervisors

Teaching methods

• Pilot workshop run by the participants on a workstation at your site

• Before / after photos and a documented reference state

• Mixed team: workstation operators, supervisors, maintenance

• 5S audit grid built with you and left with the site

• Delivered in French or Darija for the workstation teams

Assessment and documents

Knowledge test, end-of-course evaluation at D+1, numbered training certificate verifiable online and training report. The documented pilot workshop, with its before / after photos and the 5S audit grid, is handed over to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

Second step of the « Operational Excellence Cycle », after « Lean Manufacturing: Fundamentals and the 7 Wastes » and before « SMED: Changeover Time Reduction ». To keep team routines running day to day, see « Short-Interval Management and Routines ».

Practical information

Duration	2 days
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Which workstation should we choose for the pilot workshop?
A visible workstation used every day, where the team knows where time is lost, and small enough to be handled in half a day. We choose it with you before the session.

Isn't 5S just tidying up?
No. Setting in order is only the second step. What makes 5S last is the standard, visual management and the regular audit: the course devotes its second day to them.

How do we stop the workstation going back to its initial state?
With a photographed reference state, a cleaning standard with named owners and a 5S audit at a fixed frequency whose results are displayed. In the Operational Excellence Cycle, a sustainability audit then checks it.

Is 5S compatible with our hygiene requirements?
Yes, provided you choose suitable supports: no glass or wood in production areas, cleanable materials, well-fixed labels. The 5S cleaning standard fits in with your existing cleaning plan.