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5S OF GOOD HOUSEKEEPING TRAINING IN THE PHILIPPINES

Organizing Workplaces, Eliminating Waste, Improving Safety, Standardizing Practices, and Sustaining Workplace Discipline

A Practical and Customizable Corporate Training Program by Making Strong Success Corporation

TRAINING OVERVIEW

A disorganized workplace does more than look untidy.

Poor workplace organization causes employees to waste time searching for tools, supplies, files, records, information, equipment, and documents. It increases unnecessary movement, delays work, hides abnormalities, creates safety hazards, consumes valuable space, contributes to damaged materials, increases errors, and makes standards difficult to sustain.

These problems may be visible in factories, warehouses, offices, hospitals, laboratories, construction sites, retail stores, service centers, government offices, schools, workshops, kitchens, and other operational environments.

They can also appear in digital workplaces through:

- Disorganized shared drives
- Inconsistent file names
- Duplicate documents
- Obsolete records
- Uncontrolled email folders
- Unclear document ownership
- Missing versions
- Poorly arranged digital workspaces
- Unnecessary applications and files
- Inconsistent storage and retrieval practices

Many organizations conduct periodic cleaning activities but fail to establish a genuine 5S system.

Employees may clean their areas before an inspection, arrange visible items temporarily, or participate in a one-time housekeeping campaign. However, the workplace eventually returns to its previous condition because responsibilities, standards, visual controls, audit mechanisms, and discipline were not established.

The **5S System** is not merely a cleaning program.

It is a practical workplace-organization and continuous-improvement method that helps employees determine:

- What is necessary
- What should be removed
- Where necessary items should be placed

- How abnormalities should become visible
- How cleanliness should be maintained
- What standards everyone should follow
- How disciplined practices should become part of everyday work

The five elements of the 5S Method are:

1. **Sort — Seiri**
2. **Set in Order — Seiton**
3. **Shine — Seiso**
4. **Standardize — Seiketsu**
5. **Sustain — Shitsuke**

This **5S of Good Housekeeping Training in the Philippines** equips participants with the practical knowledge, tools, standards, and discipline required to organize physical and digital workplaces, eliminate unnecessary items, reduce search and movement time, improve cleanliness, expose abnormalities, strengthen safety, standardize workplace conditions, and sustain continuous improvement.

The program is designed for organizations searching for:

- **5S System Training in the Philippines**
- **5S Method Training in the Philippines**
- **Good Housekeeping Training in the Philippines**
- **5S or Good Housekeeping Training in the Philippines**
- **5S of Good Housekeeping Training in the Philippines**
- **Training on the 5S System in the Philippines**
- **Training on the 5S Method in the Philippines**
- **Training on 5S or Good Housekeeping in the Philippines**
- **Training on 5S of Good Housekeeping in the Philippines**
- Workplace Organization Training in the Philippines
- 5S Workplace Management Training
- 5S Good Housekeeping Seminar
- 5S Workplace Improvement Training
- 5S for Offices and Manufacturing
- 5S Visual Management Training
- 5S Audit and Implementation Training
- Workplace Organization and Housekeeping Training

Following the MSS **EnterTRAINment®** methodology, participants will not merely memorize the meanings of the five Ss. They will conduct workplace observations, classify necessary and unnecessary items, create red-tagging decisions, design storage and location systems, identify cleaning and inspection points, establish visual controls, prepare 5S standards, develop audit checklists, and create a practical 5S implementation plan.

TRAINING GOAL

To equip participants with the knowledge, tools, standards, and discipline required to implement and sustain the 5S System for safer, cleaner, more organized, efficient, productive, and visually managed workplaces.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the purpose and business value of the 5S System.
2. Distinguish genuine 5S implementation from occasional cleaning and beautification.
3. Explain the meaning of Seiri, Seiton, Seiso, Seiketsu, and Shitsuke.
4. Relate 5S to productivity, quality, safety, cost, delivery, morale, and customer satisfaction.
5. Identify common forms of workplace disorder and housekeeping waste.
6. Recognize how disorganization affects search time, movement, errors, delays, space, and safety.
7. Apply 5S to manufacturing, service, office, warehouse, healthcare, laboratory, retail, and digital workplaces.
8. Identify necessary, unnecessary, obsolete, excess, damaged, and misplaced items.
9. Apply practical red-tagging procedures.
10. Determine appropriate disposition actions for unnecessary items.
11. Arrange necessary items according to frequency of use, workflow, safety, and accessibility.
12. Establish designated locations, quantities, ownership, and replenishment rules.
13. Apply visual-management techniques.
14. Design labels, markings, signs, shadow boards, color codes, and location indicators.
15. Clean the workplace while inspecting for abnormalities.
16. Identify sources of dirt, leakage, damage, defects, deterioration, and unsafe conditions.
17. Assign cleaning and inspection responsibilities.
18. Develop practical 5S standards and visual controls.
19. Create workplace photographs, checklists, schedules, and responsibility maps.
20. Conduct a basic 5S workplace audit.
21. Distinguish compliance from genuine workplace discipline.
22. Develop approaches for sustaining 5S after the initial implementation.
23. Establish leadership, employee, and area-owner responsibilities.
24. Integrate 5S into daily routines, onboarding, meetings, audits, and performance reviews.
25. Identify common reasons 5S initiatives fail.
26. Develop corrective actions for weak or declining 5S areas.
27. Apply 5S principles to files, records, email, shared drives, and digital information.
28. Develop an Area-Based 5S Implementation and Sustainability Plan.

FROM POINT A TO POINT B

Point A: Common Workplace Conditions	Point B: Desired 5S Workplace Condition
Necessary and unnecessary items are mixed together	Only necessary items remain in the work area
Obsolete, damaged, excess, and unidentified items occupy space	Unnecessary items are identified, red-tagged, and properly disposed of
Employees spend time searching for tools, documents, and supplies	Necessary items have designated, visible, and accessible locations
Storage areas are overloaded and poorly labeled	Storage locations reflect use frequency, workflow, quantity, and responsibility
Work areas are cleaned only before inspections	Cleaning and inspection are part of everyday work
Dirt, leaks, damage, and abnormalities remain unnoticed	Cleaning reveals abnormalities and triggers corrective action
Different employees arrange the same area differently	Visual standards define the expected workplace condition
Labels and markings are inconsistent or missing	Clear labels, signs, outlines, and location indicators support easy control
Nobody knows who owns a particular area	Workplace zones and responsibilities are assigned
5S is treated as the housekeeping staff's responsibility	Everyone is responsible for maintaining workplace standards
Standards disappear after the initial campaign	Daily routines, audits, coaching, and leadership support sustain implementation
Audit findings are recorded but not corrected	Findings result in owners, deadlines, corrective actions, and follow-up
Physical areas are organized but digital files remain chaotic	Physical and digital workplaces follow consistent organization standards
Employees comply only when managers are present	Workplace discipline becomes a regular habit
5S is treated as an appearance program	5S supports productivity, safety, quality, cost control, and operational excellence

ORGANIZATIONAL BENEFITS

This **5S System Training in the Philippines** can help organizations:

- Reduce time spent searching for items and information
- Improve workplace organization
- Recover usable workspace
- Reduce unnecessary inventory and clutter
- Improve workflow and movement

- Reduce preventable delays
- Improve safety and hazard visibility
- Improve equipment and facility care
- Detect abnormalities earlier
- Reduce damaged, expired, obsolete, and misplaced materials
- Improve cleanliness and workplace presentation
- Improve employee ownership and discipline
- Strengthen visual management
- Improve compliance with workplace standards
- Reduce rework and errors caused by disorganization
- Improve document and information retrieval
- Strengthen accountability for assigned areas
- Improve customer and visitor impressions
- Support quality and continuous-improvement initiatives
- Improve coordination among employees and departments
- Create a stronger foundation for Lean, Kaizen, safety, and operational excellence

ONE-DAY 5S OF GOOD HOUSEKEEPING TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM–5:00 PM

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	MODULE 1: UNDERSTANDING 5S, WORKPLACE WASTE, AND SORTING THE NECESSARY FROM THE UNNECESSARY Understanding the 5S System • Origins and practical purpose of 5S • 5S as a workplace-management system • 5S versus ordinary cleaning and beautification • Relationship of 5S to productivity, quality, safety, cost, delivery, morale, and customer satisfaction Recognizing Workplace Disorder and Waste • Excess inventory • Unnecessary movement • Searching and waiting	5S Workplace Reality Check Participants evaluate photographs or sample workplace conditions and identify visible inefficiencies, hazards, clutter, and missing controls. Necessary or Unnecessary Challenge Teams classify workplace items according to necessity, use frequency, condition, ownership, and disposition. Red-Tagging Simulation Participants complete sample red tags and determine the appropriate action for unnecessary or questionable items.

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Poor use of space • Misplaced tools and supplies • Obsolete files and records • Damaged or expired materials • Hidden abnormalities • Rework caused by poor organization Assessing the Current Workplace Condition • Physical workplace condition • Storage and retrieval practices • Safety and accessibility • Visual controls • Ownership and accountability • Digital files and information organization FIRST S: SORT — SEIRI • Separating necessary from unnecessary items • Distinguishing frequently used, occasionally used, rarely used, obsolete, damaged, excess, and unidentified items • Determining whether an item should remain in the work area • Avoiding the “we might need it someday” mindset Applying Red Tagging • Purpose of a red tag • Information contained in a red tag • Red-tag holding areas • Temporary versus permanent decisions • Approval and disposition responsibilities Disposition Decisions • Retain • Relocate • Return • Repair • Recycle	Outputs: • 5S Workplace Self-Assessment • Workplace Waste and Disorder Map • Necessary–Unnecessary Item Classification • Red-Tag Register and Disposition Plan

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Sell • Donate • Archive • Dispose Applying Sort to Digital Workplaces • Duplicate files • Obsolete versions • Unnecessary applications • Old emails and records • Unclear file ownership • Retention and disposal requirements	
10:00–10:15 AM	Morning Break	Participants take a short break before proceeding to workplace arrangement and visual-management design.
10:15 AM–12:00 NN	MODULE 2: SETTING ITEMS IN ORDER AND DESIGNING A VISUALLY MANAGED WORKPLACE SECOND S: SET IN ORDER — SEITON • A place for everything and everything in its place • Organizing according to workflow and frequency of use • Improving accessibility, safety, and retrieval time • Minimizing bending, reaching, walking, lifting, and unnecessary movement Determining the Best Location • Point-of-use storage • Frequently used items • Occasionally used items • Rarely used items • Emergency and safety equipment • Shared versus individually assigned tools • Security and confidentiality requirements Establishing Quantity Controls	Workplace Layout Challenge Participants redesign a disorganized workstation, storage area, office, or shared workspace based on workflow, safety, accessibility, and use frequency. Visual-Control Design Workshop Teams create labels, location indicators, quantity controls, color codes, or shadow-board concepts. Digital 5S Exercise Participants design a logical file structure and naming standard for shared workplace documents. Outputs: • Proposed Workplace Layout • Item Location and Ownership Map • Visual-Management Design • Minimum–Maximum Quantity Guide • Digital File and Folder Organization Standard

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Minimum and maximum quantities • Replenishment levels • First-in, first-out practices • Avoiding overstocking • Making shortages and excess visible Applying Visual Management • Labels and identification • Floor and boundary markings • Shelving and location addresses • Shadow boards and tool outlines • Color coding • Status indicators • Directional and safety signs • Before-and-after photographs • Visual quantity controls Improving Workplace Flow • Arrangement according to process sequence • Minimizing handoff and transport waste • Separating incoming, in-process, completed, rejected, and returned items • Preventing cross-contamination and mix-ups Organizing Office and Digital Workspaces • File naming conventions • Folder structures • Version control • Shared-drive ownership • Email organization • Access and confidentiality • Archive and retrieval rules Making Abnormalities Immediately Visible • Missing tools • Incorrect quantities • Out-of-position materials	

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	- Overdue documents - Unfinished tasks - Damaged equipment - Unsafe conditions	
12:00–1:00 PM	Lunch Break	Participants take their lunch break and prepare for cleaning, inspection, standardization, and audit activities.
1:00–3:00 PM	MODULE 3: SHINING, INSPECTING, STANDARDIZING, AND MAKING ABNORMALITIES VISIBLE THIRD S: SHINE — SEISO - Cleaning as inspection - Restoring equipment and areas to an acceptable condition - Preventing dirt rather than repeatedly removing it - Integrating cleaning into regular work Identifying Sources of Dirt and Deterioration - Leaks - Dust - Spills - Debris - Loose parts - Worn components - Improper storage - Process-generated contamination - Poor disposal practices Cleaning and Inspection Points - Equipment - Tools - Floors - Walls and ceilings - Storage areas - Workstations - Electrical and utility areas - Shared office equipment - Digital equipment and devices	Cleaning-versus-Inspection Challenge Participants identify abnormalities that should be discovered while cleaning a workplace or piece of equipment. Source-of-Dirt Analysis Teams identify why dirt or disorder repeatedly returns and develop preventive controls. 5S Standardization Workshop Participants create a standard containing photographs, responsibilities, frequencies, quantities, and visual requirements. 5S Audit Simulation Teams assess a sample area using objective criteria and recommend corrective actions. Outputs: - Cleaning and Inspection Map - Source-of-Dirt Prevention Plan - Area-Based 5S Standard - Cleaning Responsibility Schedule 5S Audit Checklist and Findings Report

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	Assigning Cleaning Responsibilities • Area ownership • Cleaning frequency • Required tools and materials • Safety precautions • Completion evidence • Escalation of abnormalities FOURTH S: STANDARDIZE — SEIKETSU • Establishing the best-known workplace condition • Creating repeatable standards • Preventing different interpretations among employees • Standardizing Sort, Set in Order, and Shine Developing 5S Standards • Workplace photographs • Area maps • Labels and signs • Cleaning schedules • Responsibility matrices • Standard quantities • Checklists • Display boards • Visual work instructions Conducting 5S Audits • Audit criteria • Rating scales • Objective evidence • Photographic documentation • Findings and corrective actions • Follow-up and verification • Avoiding audits based only on appearance Integrating Safety and Quality	

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Removing trip and obstruction hazards • Protecting emergency routes and equipment • Preventing product and document mix-ups • Protecting materials from contamination and damage • Making deviations visible	
3:00–3:15 PM	Afternoon Break	Participants take a short break before the final sustainability, discipline, implementation, and action-planning module.
3:15–5:00 PM	MODULE 4: SUSTAINING DISCIPLINE, CORRECTING GAPS, AND IMPLEMENTING 5S SUCCESSFULLY FIFTH S: SUSTAIN — SHITSUKE • Discipline as consistent compliance with agreed standards • Building habits rather than depending on reminders • Leadership modeling and reinforcement • Employee ownership and involvement • Correcting noncompliance respectfully and consistently Why 5S Programs Fail • Treating 5S as a one-time clean-up activity • Depending only on housekeeping personnel • Lack of leadership participation • Missing area ownership • Unclear standards • Inconsistent audits • Findings without corrective action • Excessive focus on scores and decorations • Failure to address root causes of recurring disorder • Lack of recognition and reinforcement	Why 5S Fails Diagnostic Participants examine a workplace where 5S deteriorated after implementation and identify leadership, standards, ownership, audit, and behavioral causes. 5S Sustainability Design Challenge Teams establish daily routines, audit schedules, ownership, corrective-action processes, and recognition mechanisms. Area-Based Implementation Workshop Participants select a workplace area and prepare a phased plan for Sort, Set in Order, Shine, Standardize, and Sustain. Final Outputs: • 5S Roles and Responsibility Matrix • 5S Audit and Corrective-Action Tracker • 5S Performance Measurement Scorecard • 30-Day Area-Based 5S Implementation Plan • 5S Sustainability and Reinforcement Plan

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	Building a Sustainable 5S System • Daily five-minute routines • Start-of-shift and end-of-shift checks • Weekly area reviews • Monthly audits • Corrective-action tracking • Leadership walkthroughs • Team meetings and visual boards • Orientation and onboarding • Refresher training • Recognition and accountability 5S Roles and Responsibilities • Senior leadership • Department heads • Supervisors and team leaders • Area owners • 5S committee or coordinators • Employees • Maintenance and support functions • Internal auditors Managing 5S Audit Findings • Immediate correction • Root-cause analysis • Corrective action • Preventive action • Owner and deadline • Verification and closure • Escalation of repeated findings Measuring the Value of 5S • Search and retrieval time • Space utilization • Number of unnecessary items removed • Safety observations • Equipment abnormalities detected • Housekeeping-related delays • Audit compliance • Employee suggestions	

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Cost savings and productivity improvement Planning the 5S Rollout • Selecting pilot areas • Establishing baseline conditions • Photographing current conditions • Setting standards and targets • Assigning owners • Implementing each S • Auditing progress • Expanding successful practices Celebrating and Reinforcing Improvement • Recognition of area ownership • Before-and-after displays • Improvement showcases • Practical rewards • Sharing successful practices • Avoiding competition that encourages concealment or superficial compliance	

THE 5S OF GOOD HOUSEKEEPING SYSTEM

1. SORT — SEIRI

Separate what is necessary from what is unnecessary.

Sort requires employees to examine every item, document, tool, material, supply, record, and piece of equipment in the workplace.

Questions include:

- Is this item required?
- Who uses it?
- How frequently is it used?
- How many are required?
- Is it in usable condition?
- Does it belong in this area?
- Is it duplicated?
- Is it obsolete, damaged, expired, or unidentified?

- Should it be retained, relocated, repaired, returned, archived, or disposed of?

Desired Result

Only necessary items remain in the workplace, and unnecessary items are removed through a controlled disposition process.

2. SET IN ORDER — SEITON

Arrange necessary items so they can be found, used, returned, and inspected easily.

Set in Order considers:

- Workflow
- Frequency of use
- Safety
- Accessibility
- Quantity
- Ownership
- Ergonomics
- Security
- Replenishment
- Ease of identifying abnormalities

Desired Result

Every necessary item has a designated location, quantity, owner, and return standard.

3. SHINE — SEISO

Clean the workplace while inspecting it for abnormalities and deterioration.

Shine includes:

- Cleaning
- Inspection
- Source identification
- Preventive action
- Equipment care
- Early detection of defects
- Reporting and correcting unsafe conditions

Desired Result

Workplaces and equipment remain clean, functional, safe, and capable of revealing abnormalities immediately.

4. STANDARDIZE — SEIKETSU

Establish visual and documented standards for maintaining the first three Ss.

Standards may include:

- Photographs

- Labels
- Floor markings
- Color codes
- Area maps
- Cleaning schedules
- Responsibility assignments
- Standard quantities
- Checklists
- Audit criteria
- Visual boards

Desired Result

Employees understand the expected condition and can identify deviations without relying on personal interpretation.

5. SUSTAIN — SHITSUKE

Develop the discipline and organizational systems required to maintain and improve 5S continuously.

Sustain requires:

- Leadership participation
- Daily routines
- Regular audits
- Corrective action
- Coaching
- Employee involvement
- Recognition
- Accountability
- Continuous improvement

Desired Result

5S becomes part of everyday workplace behavior rather than a temporary campaign.

5S TOPICS COVERED

Depending on the organization's needs, the program may cover:

1. 5S System fundamentals
2. 5S Method and Good Housekeeping
3. Workplace organization
4. Productivity and workplace waste
5. Sort or Seiri
6. Red tagging

7. Item disposition
8. Set in Order or Seiton
9. Point-of-use storage
10. Storage and location systems
11. Minimum and maximum quantities
12. Visual management
13. Color coding
14. Labels and markings
15. Shadow boards
16. Workflow organization
17. Shine or Seiso
18. Cleaning as inspection
19. Sources of dirt and contamination
20. Cleaning schedules
21. Equipment and workplace abnormalities
22. Standardize or Seiketsu
23. Visual standards
24. Workplace photographs
25. Responsibility matrices
26. 5S audit checklists
27. Sustain or Shitsuke
28. Workplace discipline
29. Leadership and employee responsibilities
30. Corrective and preventive action
31. 5S performance measures
32. Office 5S
33. Manufacturing 5S
34. Warehouse 5S
35. Digital 5S
36. 5S implementation planning
37. 5S sustainability
38. Continuous workplace improvement

COMMON 5S IMPLEMENTATION MISTAKES COVERED

Participants learn how to avoid:

1. Treating 5S as a general cleaning activity
2. Conducting 5S only before audits or customer visits
3. Assuming that housekeeping personnel are solely responsible
4. Removing items without a controlled disposition process
5. Throwing away records or materials without proper authorization
6. Keeping unnecessary items because they may be needed someday

7. Moving clutter from one area to another
8. Arranging items without considering workflow
9. Creating labels without assigning ownership
10. Using too many colors without a clear standard
11. Marking floors and shelves without maintaining them
12. Overloading storage areas
13. Failing to establish minimum and maximum quantities
14. Cleaning repeatedly without eliminating sources of dirt
15. Hiding defects instead of reporting them
16. Creating standards that employees cannot realistically follow
17. Relying only on written procedures
18. Auditing appearance without assessing functionality
19. Giving high scores to decorated but inefficient areas
20. Recording findings without corrective action
21. Failing to verify whether corrections were sustained
22. Allowing different auditors to interpret standards differently
23. Implementing 5S without leadership participation
24. Failing to assign area owners
25. Using punishment as the primary sustainability strategy
26. Focusing on audit scores rather than workplace improvement
27. Ignoring office and digital workplaces
28. Organizing physical files while leaving digital records disorganized
29. Failing to update standards after processes change
30. Allowing initial enthusiasm to disappear after implementation

SAMPLE WORKPLACE APPLICATIONS

Activities and examples may be customized for:

- Manufacturing and production areas
- Warehouses and stockrooms
- Maintenance shops
- Offices and administrative areas
- Hospitals and healthcare facilities
- Laboratories and pharmacies
- Hotels and food-service operations
- Retail stores
- Construction sites
- Schools and training facilities
- Government offices
- Transportation and logistics operations
- Call centers and shared-service facilities
- Customer-service areas

- Records and document-management areas
- Shared drives and digital filing systems
- Remote and hybrid workspaces

TRAINING METHODS

Consistent with the MSS **EnterTRAINment®** approach, this **Training on the 5S Method in the Philippines** minimizes lengthy lectures and maximizes workplace observation, classification, layout design, visual-management development, inspection, auditing, corrective action, and implementation planning.

Training methods include:

- Interactive facilitator-led discussions
- Workplace-condition analysis
- Before-and-after case reviews
- Necessary-versus-unnecessary classification
- Red-tagging simulations
- Workplace-layout challenges
- Visual-control design workshops
- Digital 5S exercises
- Cleaning and inspection activities
- Source-of-dirt analysis
- Standard-development workshops
- 5S audit simulations
- Corrective-action exercises
- Sustainability diagnostics
- Implementation planning
- Peer feedback
- Facilitator coaching
- Workplace action planning

TARGET PARTICIPANTS

This **5S or Good Housekeeping Training in the Philippines** is suitable for:

- Rank-and-file employees
- Production employees
- Warehouse personnel
- Office and administrative employees
- Maintenance teams
- Quality personnel
- Safety personnel
- Facilities personnel

- Logistics and inventory employees
- Customer-service employees
- Laboratory and healthcare personnel
- Team leaders
- Supervisors
- Managers
- Department heads
- 5S coordinators
- Internal auditors
- Continuous-improvement teams
- Lean and Kaizen teams
- Employees responsible for workplace organization and housekeeping

The program may be customized for mixed employee groups, individual departments, management teams, 5S committees, area owners, or internal auditors.

EXPECTED PARTICIPANT OUTPUTS

Participants will complete:

1. 5S Workplace Self-Assessment

Evaluating:

- Necessary and unnecessary items
- Storage and retrieval
- Cleanliness
- Visual controls
- Standards
- Ownership
- Audit practices
- Workplace discipline

2. Workplace Waste and Disorder Map

Identifying:

- Clutter
- Search time
- Unnecessary movement
- Delays
- Excess stock
- Hazards
- Poorly used space
- Missing controls

3. Red-Tag Register

Containing:

- Item description
- Current location
- Condition
- Quantity
- Reason for tagging
- Proposed disposition
- Owner
- Decision deadline

4. Workplace Layout and Location Map

Showing:

- Item locations
- Point-of-use storage
- Workflow
- Safety zones
- Storage addresses
- Ownership
- Minimum and maximum quantities

5. Visual-Management Design

Containing:

- Labels
- Color codes
- Floor markings
- Quantity controls
- Status indicators
- Shadow-board concepts
- Area identification

6. Cleaning and Inspection Standard

Showing:

- Area or equipment
- Cleaning task
- Inspection point
- Frequency
- Responsible person
- Required materials
- Safety precautions
- Abnormality escalation

7. Area-Based 5S Standard

Containing:

- Expected condition
- Reference photographs
- Required items
- Designated locations
- Standard quantities
- Cleaning requirements
- Responsibilities
- Audit criteria

8. 5S Audit Checklist

Assessing:

- Sort
- Set in Order
- Shine
- Standardize
- Sustain
- Safety
- Corrective-action status
- Overall workplace functionality

9. 5S Audit and Corrective-Action Tracker

Showing:

- Finding
- Evidence
- Risk or impact
- Required correction
- Responsible owner
- Deadline
- Verification
- Closure status

10. 30-Day Area-Based 5S Implementation Plan

Containing:

- Pilot area
- Baseline condition
- Actions for each S
- Responsible owners
- Resources
- Deadlines
- Measures

- Audit schedule
- Recognition approach

DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led online training
- Hybrid training
- Half-day 5S Awareness Training
- One-day 5S of Good Housekeeping workshop
- Two-day 5S Implementation and Audit Training
- 5S for Rank-and-File Employees
- 5S for Supervisors and Managers
- 5S for Offices and Digital Workplaces
- 5S for Manufacturing and Production
- 5S for Warehouses and Logistics Operations
- 5S Internal Auditor Training
- 5S Implementation Consultancy and Coaching
- Customized workplace organization and improvement intervention

An onsite format is strongly recommended when the program includes an actual workplace walkthrough, red-tagging, area assessment, visual-control design, or pilot-area implementation.

RECOMMENDED CUSTOMIZATION INPUTS

The client may provide nonconfidential information regarding:

- Workplace type
- Work areas included
- Existing housekeeping practices
- Current 5S standards
- Common workplace-organization concerns
- Storage and retrieval challenges
- Safety and quality issues
- Existing visual controls
- Audit procedures and scores
- Recurring findings
- Digital file-management practices
- Leadership expectations
- Target participants
- Desired productivity and workplace outcomes

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Confidential customer records, protected employee information, trade secrets, and sensitive operational data are not required.

FREQUENTLY ASKED QUESTIONS

What is 5S Training?

5S System Training in the Philippines teaches participants how to organize, clean, standardize, and sustain physical and digital workplaces using Sort, Set in Order, Shine, Standardize, and Sustain.

What does 5S mean?

The five Ss are:

- Sort or Seiri
- Set in Order or Seiton
- Shine or Seiso
- Standardize or Seiketsu
- Sustain or Shitsuke

Is 5S the same as Good Housekeeping?

Good housekeeping is an important result of 5S, but the 5S Method goes beyond cleaning. It includes removing unnecessary items, arranging work according to workflow, making abnormalities visible, establishing standards, assigning responsibility, auditing performance, and sustaining discipline.

Is 5S only for manufacturing companies?

No. The program applies to offices, warehouses, hospitals, laboratories, retail establishments, hotels, schools, government agencies, construction sites, logistics operations, service companies, and digital workplaces.

Does the program include red tagging?

Yes. Participants learn how to identify unnecessary or questionable items, complete red tags, establish holding areas, assign decision authority, and document disposition actions.

Does the program include workplace auditing?

Yes. Participants learn how to develop and apply practical 5S audit criteria, gather objective evidence, document findings, assign corrective actions, and verify closure.

Can the program cover digital files?

Yes. Digital 5S may include file naming, folder structures, duplicate removal, version control, email organization, shared-drive ownership, archiving, and retrieval standards.

Is this a safety training program?

5S supports safety by reducing clutter, improving visibility, protecting access routes, identifying abnormalities, and organizing equipment. It does not replace specialized occupational-safety training.

Can the training include an actual workplace walkthrough?

Yes. For onsite programs, participants may inspect selected nonrestricted workplace areas and prepare practical improvement recommendations.

Can the program be conducted online?

Yes. Online delivery may use workplace photographs, virtual walkthroughs, sample layouts, digital red-tagging exercises, shared audit checklists, breakout-room activities, and implementation planning.

Why do many 5S programs fail?

Common causes include weak leadership participation, unclear standards, lack of area ownership, inconsistent audits, findings without corrective action, and treating 5S as a one-time clean-up campaign.

How can 5S be sustained?

5S can be sustained through clear standards, leadership modeling, employee involvement, daily routines, area ownership, regular audits, corrective action, coaching, recognition, and continuous improvement.

RELATED TRAINING PROGRAMS

Organizations may also consider:

- Lean and Kaizen Continuous Improvement Training
- Workplace Safety Training
- Warehouse Management Training
- Inventory Management Training
- Root-Cause Analysis Training
- Problem Solving and Decision-Making Training
- Process Improvement Training
- Quality Awareness Training
- Standard Operating Procedures Development Training
- Workplace Productivity Training
- Work Ethics Training
- Work Attitude and Values Enhancement Training
- Facilities and Workplace Management Training

WHY CHOOSE MSS CORPORATION?

Making Strong Success Corporation delivers practical and customizable training programs based on actual workplace, productivity, quality, safety, operational, leadership, and organizational challenges.

Our approach combines:

- Practical 5S principles
- Physical and digital workplace applications

**MSS SUCCESS SPACES**

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- Workplace-condition analysis
- Red-tagging simulations
- Layout and storage improvement
- Visual-management design
- Cleaning and inspection standards
- 5S audit development
- Corrective-action planning
- Sustainability systems
- MSS EnterTRAINment® learning methods
- Facilitator coaching
- Workplace implementation planning

This **Good Housekeeping Training in the Philippines** is designed not merely to make workplaces look clean during inspections. It helps organizations establish safer, more organized, efficient, visually controlled, and disciplined work environments that support productivity and continuous improvement.

REQUEST A CUSTOMIZED PROGRAM

Organizations searching for **5S System Training in the Philippines, 5S Method Training in the Philippines, Good Housekeeping Training in the Philippines, 5S or Good Housekeeping Training in the Philippines, 5S of Good Housekeeping Training in the Philippines, Training on the 5S System in the Philippines, Training on the 5S Method in the Philippines, or Training on 5S or Good Housekeeping in the Philippines** may request a customized program based on their workplace, industry, target participants, existing standards, recurring audit findings, and desired operational outcomes.

Sort what matters. Set everything in order. Shine while inspecting. Standardize the best condition. Sustain the discipline.