CASIO®

LABEL IT!
EZ-LABEL PRINTER

Introducing Labels to Implement and Continue 5S!

KL-G2

BEFORE

AFTER

5S

SORT

SET IN ORDER

SHINE

STANDARDIZE

SUSTAIN

Did you know?
Each staff member who doesn't practice 5S

loses **30** min per day = **15** days a year

<Provisional simulation>
Assuming the staff member wastes 30 minutes per day looking for items, and has a 20-day working month. (30 minutes x 20 days x 12 months = 7,200 minutes)

Let's start 5S now!

Reliable & Durable

The first step is understanding 5S

1S
Sort

"Sort" means to divide necessary and unnecessary items. Throw away items you don't even use once a year. Move items that you only use occasionally out of the way.

2S
Set in Order

"Set in Order" means to place necessary items in an easy to use place. Arrange items so that anyone can see them at a glance.

3S
Shine

"Shine" means to continually clean in order to keep everything neat and clean.

Targets of 5S

Man	Material	Machine	Method	Information
Understand the importance of 5S, implement 5S	All items inside a factory are applicable to 5S	All equipment inside a factory is applicable to 5S	Realisation of working methods that adhere to 5S	Management and sharing information that relates to 5S

Continuing: S 1 to 3

Standardize is the method in which S 1 to 3 (sort, set in order and shine) are executed and continued.

4S
Standardize

Habitualizing: S 1 to 4

"Sustain" is the habitualization of S 1 to 4 above (sort, set in order, shine and standardize) to incorporate them into daily activities.

5S
Sustain

Implementing 5S removes a wide range of corporate risks and losses, including human errors, injuries and mistransmission.

Introducing 5S will radically change your company

Goals of 5S ~ Changing the Working Environment ~

1 Safe workplace

Enhancing safety measures in the workplace increases the effectiveness of workplace accident prevention.

2 Optimized workplace

Organizing items optimises the working environment, making it easier for people to work. It also optimizes personal and working relationships.
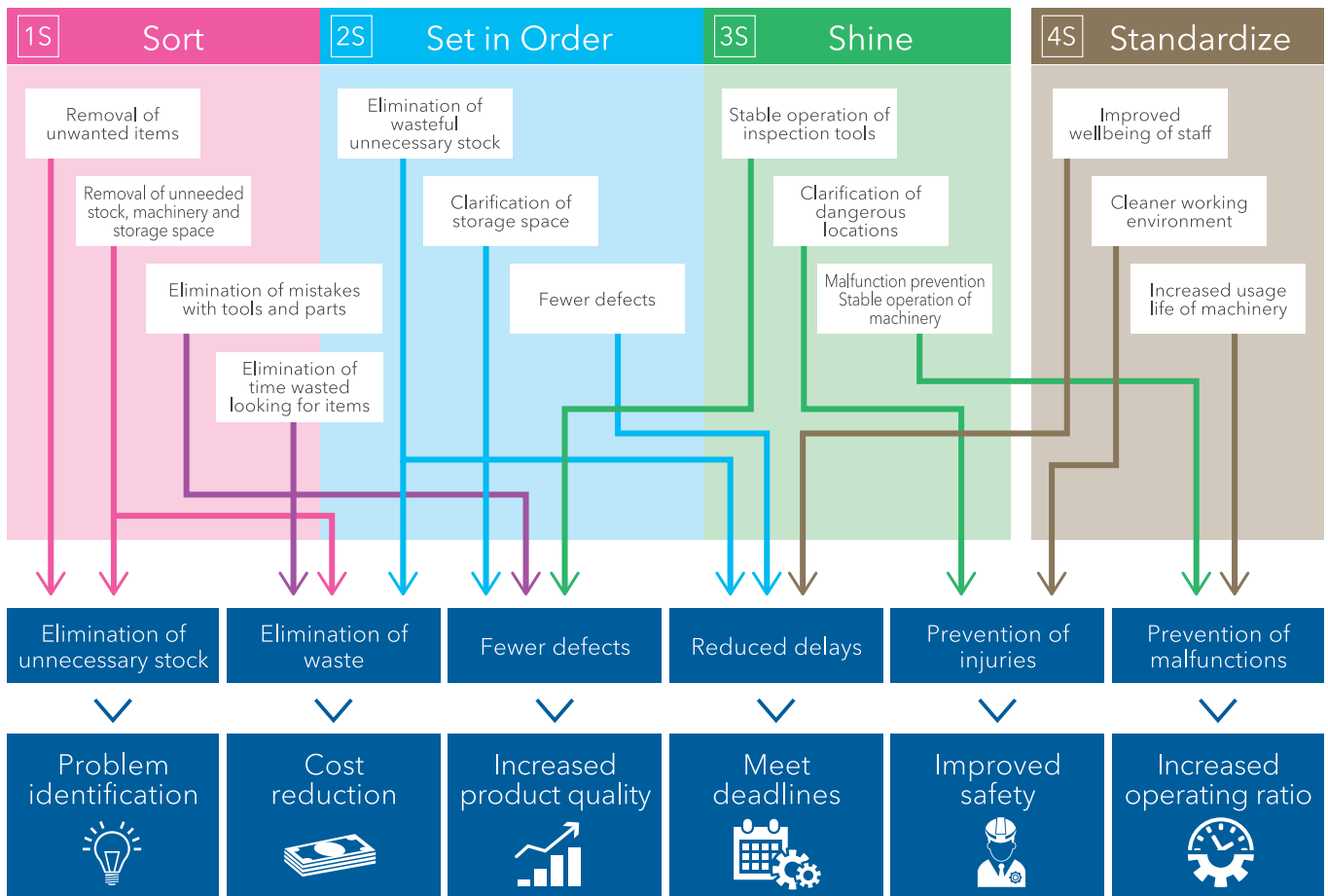
3 Effective workplace

Optimization of people, items, equipment, working methods and information. This greatly reduces working losses, leading to increased workplace efficiency.

Effects of 5S

5S Sustain (habitualizing: S 1 to 4)

1S Sort	2S Set in Order	3S Shine	4S Standardize
Removal of unwanted items	Elimination of wasteful unnecessary stock	Stable operation of inspection tools	Improved wellbeing of staff
Removal of unneeded stock, machinery and storage space	Clarification of storage space	Clarification of dangerous locations	Cleaner working environment
Elimination of mistakes with tools and parts	Fewer defects	Malfunction prevention Stable operation of machinery	Increased usage life of machinery
Elimination of time wasted looking for items			

Elimination of unnecessary stock	Elimination of waste	Fewer defects	Reduced delays	Prevention of injuries	Prevention of malfunctions
Problem identification	Cost reduction	Increased product quality	Meet deadlines	Improved safety	Increased operating ratio

Labels are needed to implement 5S

Label printers enable sorted items to be easily set in order, enable new items to be added in the same state, and make it possible to maintain the standardized format.

Usefulness of label printers

Without labels…

SALES: 3rd QUARTER
SALES: 3rd QUARTER
SALES: 3rd QUARTER
Sales Reports 2
Sales Reports 1

Difficult to read, disarrayed. Sticky notes get lost, causing confusion.

With labels…

SALES:1st QUARTER 2021
SALES:2nd QUARTER 2021
SALES:3rd QUARTER 2021
SALES:4th QUARTER 2021
Contract Documents 2021-3
Contract Documents 2021-2
Contract Documents 2021-1
Sales Reports 2
Sales Reports 1

Color, width, font, etc. are unified for each material, making differences instantly noticeable.

Label printers are more suited to 5S than handwritten labels

Even fine print is easy to see

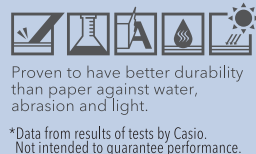CASIO CONSTRUCTION Co.ltd
ROBERT SMITH
Blood type: A

T SMIT
ype: A *Actual size

Easy to read No errors

Contract Documents 2021-1
Contract Documents 2021-2
Contract Documents 2021-3

→

Contract Documents 2021-1
Contract Documents 2021-2
Contract Documents 2021-3
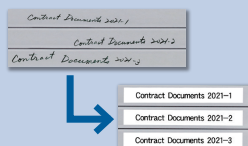
Arranged by color for simple clarity

⚠ Warning!
🧯 Fire Extinguisher
✚ Safety First

Excellent durability

Proven to have better durability than paper against water, abrasion and light.
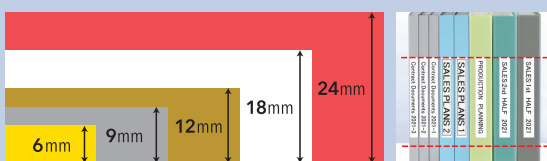*Data from results of tests by Casio. Not intended to guarantee performance.
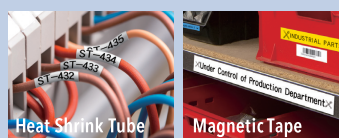
Adhesive backed Can be attached immediately

Label printers remove the trouble and inconvenience of inkjet or laser printers!

Choose from a wide range of tape widths, with a fixed length

6mm
9mm
12mm
18mm
24mm

Contract Documents 2021-1
Contract Documents 2021-2
SALES PLANS 1
SALES PLANS 2
PRODUCTION PLANNING
SALES 2nd HALF 2021
SALES 1st HALF 2021

Choose the type of label according to your type of use

ST-435
ST-434
ST-432

×INDUSTRIAL PARTS×
×Under Control of Production Department×

Heat Shrink Tube   Magnetic Tape

Easy, no fuss

Printer, etc.	With labels
Print, cut and paste	Attach immediately!

No need for PC

Huge contribution to 5S! Amazing feedback from companies that have adopted 5S!

Machinery, equipment and even names are easier to understand!

प्रतिबंधित क्षेत्र

Supports a wide range of local languages*

Sense of unification

Employees take better care of items

Labels printed in the same fonts are useful for 5S

Labels look good! Easy to distinguish files! Huge reduction in time and effort to find files!

*For details see http://www.casio-intl.com/asia/en/kl/label_it/ and http://labeldesignmaker.casio.jp/en/

Labels easily improve work efficiency.

BEFORE

Workplaces that do not use 5S lack thorough management and organization, resulting in time loss, defects and employee injuries.
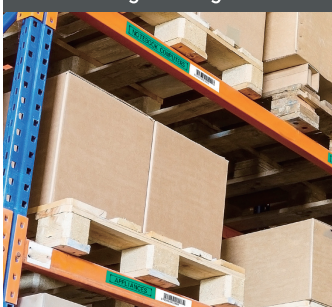
AFTER

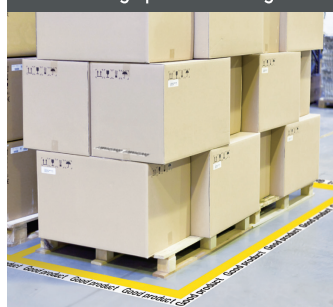Labels can be used to easily implement 5S. Managed and organized workplaces are smart workplaces.

A: Equipment management

B: Storage management

C: Line/storage position management

D: Material management

E: Safety management

#304-01 #304-02 #304-03
#304-01 #304-02 #304-03
#303-01 #303-02 #303-03

⚠ STOP

GO HOLD

Labels can be used effectively in many ways to implement 5S

1 Cable management

BEFORE

AFTER

Recommended labels

Cable Flexible Tape

LINE A-01

Heat Shrink Tube

8376-377

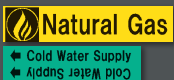Effects

- Clean workplace
- Time reduction
- Increased safety

LINE A-01 · LINE A-02 · LINE B-01 · LINE B-02 · LINE C-01

Sales Department

2 Safety management

Cold Water Supply · Cold Water Return · Natural Gas

CAUTION LOW HEAD ROOM

Recommended labels

Color Tape

Natural Gas · Cold Water Supply · CAUTION LOW HEAD ROOM

Effects

- Prevention of accidents
- Prevention of injuries
- Increased safety

3 Equipment management

Sales floor printer CA-001

No. BCG-11342 Personnel Dept. CASIO
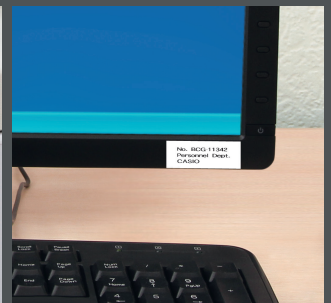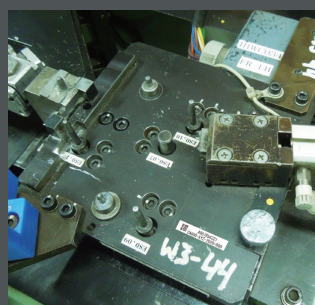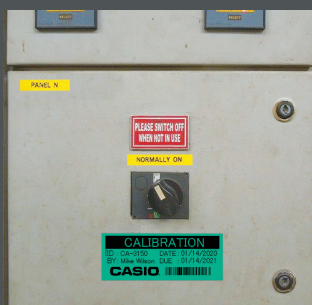
Recommended labels

High-strength Adhesive tape

Sales floor printer CA-001

No. BCG-11342 Personnel Dept. CASIO

Labels stick firmly with high-strength adhesive tape for peace of mind.

Effects

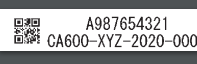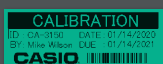- Eliminate time wasted looking for items
- Safety Management

4 Machinery and tool management

PLEASE SWITCH OFF WHEN HOT IN USE · NORMALLY ON

CALIBRATION ID: CA-8150 DATE: 01/14/2020 BY: Mike Wilson DUE: 01/14/2021 CASIO

W3-44

Recommended labels

Color Tape

CALIBRATION ID: CA-8150 DATE: 01/14/2020 BY: Mike Wilson DUE: 01/14/2021 CASIO

A987654321 CA600-XYZ-2020-000

Effects

- Increased safety
- Reduces waste
- Reduced personnel costs

5 Reminders

WARNING WEAR YOUR GLOVES

Recommended labels

Fluorescent Tape

FLUORESCENT PINK · FLUORESCENT ORANGE · FLUORESCENT GREEN · FLUORESCENT YELLOW

WARNING WEAR YOUR GLOVES

Create a larger label from 4 pieces of 18mm tape

Effects

- Prevention of accidents
- Thorough in-house organization

Casio has an extensive range of tapes to help you achieve 5S

6 Stock management

BEFORE

AFTER

Recommended labels
Color Tape

VA . 308 . 30 ↑ 1

Use with barcodes and arrow labels for easy management of items

Effects
- Prevention of pick-up mistakes
- Improved stock management
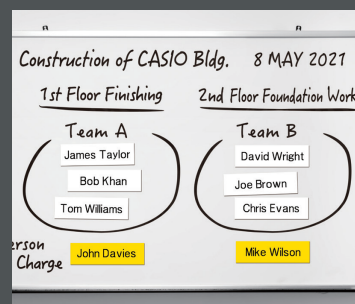- Eliminate time wasted looking for items

7 Clarifying storage

Forklift 1 Forklift 2

SCREW №1 SCREW №2 SCREW №3 SCREW №4
INSTRUMENT 1
INSTRUMENT 2
INSTRUMENT 3
INSTRUMENT 4
HAMMER 1 HAMMER 2
MEASURE 1
MEASURE 2

Recommended functions
Numbering

Forklift 1 Forklift 2

Effects
- Improved operation rate
- Accident prevention
- Mistake prevention

8 Progress management

Construction of CASIO Bldg.   8 MAY 2021
1st Floor Finishing   2nd Floor Foundation Work
Team A   Team B
James Taylor   David Wright
Bob Khan   Joe Brown
Tom Williams   Chris Evans
Person in Charge John Davies   Mike Wilson

Process Foreman (8 MAY 202...

Time	Morning 9:00-12:00	Afternoon 12:00-18:00	18:0...
Line A	Daniel Lee	John Scott	
Line B	David Johnson	David Johnson	
Line C	Albert Falkner	Albert Falkner	Davi...
Line D	Michael Martin	Michael Martin	Jaco...
Line E	Jayden Moore	Jayden Moore	Jaco...

Recommended labels
Magnetic Tape

James Taylor   John Davies

Effects
- Eliminate time wasted looking for items
- Improved operation rate

9 Material management

INDUSTRIAL PARTS

CRIMP TERMINALS φ2 — 2mm
CRIMP TERMINALS φ3 — 4mm
CRIMP TERMINALS φ10 — 2mm
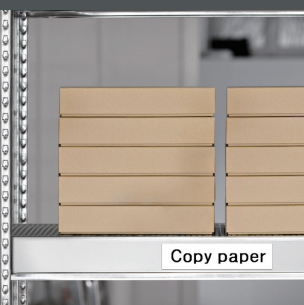CRIMP TERMINALS φ10 — 4mm

Recommended functions
Barcode Printing

8172635491286

Effects
- Eliminate time wasted looking for items
- Safety Management
- Mistake prevention

10 Office management

IMPORTANT DOCUMENTS
IMPORTANT DOCUMENTS
SALES:4th QUARTER 2021
SALES:3rd QUARTER 2021
SALES:2nd QUARTER 2021
SALES:1st QUARTER 2021
Copy paper

Recommended labels
Color Tape

SALES:1st QUARTER 2021
SALES:3rd QUARTER 2021

Effects
- Eliminate time wasted looking for items
- Improved operation rate
- Mistake prevention

Our special software will help you keep your working space organized with minimum efforts.

LABEL DESIGN MAKER*

LABEL DESIGN MAKER is an application used for creating labels. You can create your own original labels or quickly and easily produce labels by choosing from a wide variety of label samples searchable by category or situation and editing samples.
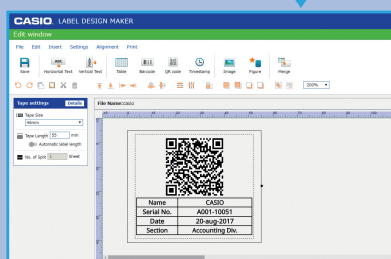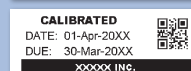
Free Download
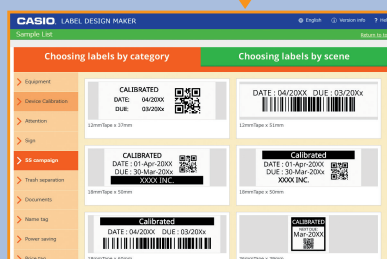
Label Design Maker 🔍

Original labels

Search by category

Search by situation

Label samples

You can freely create original labels.

A wide variety of label samples is available. Samples are searchable by category (materials management, equipment calibration, etc.).
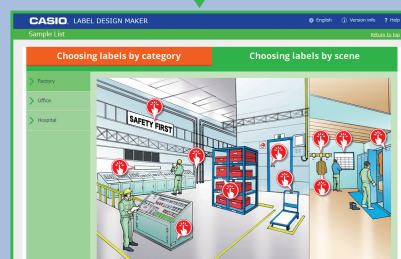
Label samples are searchable by setting (factory, office, etc.).

*For details, see http://labeldesignmaker.casio.jp/en/

Examples of Continued 5S Use

POINT 1 *Doing some kind of 5S activity every day*

Whether during cleaning, sorting storage or in a workplace meeting, continue doing some kind of 5S activity every day. Continual practice makes it feel natural, and you'll soon realise that 5S poses no obstruction to your normal work practices.

Example: Companies implementing 5S activities continually for 10 years > 10 minutes of cleaning after lunch every day

Staff Comments

"I've never thought I wouldn't be able to do my normal work because cleaning gets in the way."
"We have cleaning duties every day, so I just think of it as something I have to do."
"When I do my cleaning duties, I feel like it makes me ready for my afternoon work."

POINT 2 *Information Sharing*

① Implementation of 5S Patrols

I   Creation of checklists, and clarification of achievement standards.

II Photographs and videos are taken. Evaluated on a 1 to 5 scale and attached to a notice board.

III Profit evaluations are made for improvement results in "per workplace" and "per month".

IV New goals are set, and new activity plans are established and implemented every year.

② Selection of a 5S implementation team

I   Roles of the members clarified (include all members)

II Leadership is rotated (5S staff training. 1 year term is ideal)

③ Creation of "5S Prize"

Spotlight employees who are actively implementing 5S to increase the motivation of those who create opportunity.

④ Factory tours of factories that have successfully implemented 5S