

Speaker



Dr Karl-Heinz Bauer
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5s-Optimization in Offices & QC Laboratories



Live Online Training on 05 June 2025



Highlights

- Visualized and illustrated examples & use-cases from laboratory and office areas
- Practical exercise to illustrate the accelerated processing of a simple task when optimizing a workplace using 5s standardizations
- Detailed practical example for optimizing a pharmaceutical QC laboratory with 5s: implementation of test point-related workstations in a QC laboratory
- Introduction to Kanban systems for an optimal supply of QC labs and office areas with auxiliary and work materials
- Two Q&A sessions

Improve your laboratory performance gradually, sustainably and measurably by consistently applying the 5s organization principles in your laboratory and office areas.

Objectives

The aim of this Live Online Training is to learn the basics of the 5s method and its five standardized steps. With the help of many practical examples from pharmaceutical laboratories and offices and numerous images, we will introduce you to this Lean method. We will also provide you with the tools to successfully introduce 5s in your company.

Background

5s helps you take a systematic approach to improving workplaces and areas. The focus is mainly on order, cleanliness and standardization of offices & workshops.

The philosophy behind 5s is that cleaning-up is also checking, inspecting, or verifying. This method was developed by the Japanese car manufacturer Toyota and, along with many other tools, 5s is a central component of the Toyota production system. Even with little effort and cost, deviations can be discovered, and errors can be prevented more easily. 5s can be applied not only to laboratory or office/administrative areas, but also to all areas of pharmaceutical production (e.g. warehouse, manufacturing, packaging, workshops, service areas).

5s is an indispensable basic building block of lean management. In a joint study by the Fraunhofer Institute for Production Engineering and Automation (IPA) and the Kaizen Institute Germany, a significant improvement potential of up to 30% was found in the administrative areas of companies, which can even be exceeded in laboratory areas.

After the introduction of 5s, audits and a process for continuous improvement (CIP) will serve you to maintain and further improve the achieved conditions in terms of order and cleanliness, with the aim of:

- Organization of the workplace
- Increasing occupational safety
- Reduction in idle and search times
- Increase efficiency
- Increase of productivity
- Improving workplace appearance & structure

Target Audience

This Live Online Training is aimed at employees and managers in the pharmaceutical industry, especially in the following areas:

- Pharmaceutical quality control
- Pharmaceutical development
- Quality assurance
- Contract laboratories
- Service providers

Also addressed are all employees and managers who work in an administrative work environment (offices, warehouses, archives, etc.) as well as employees who share a workstation in the office with others.

Moderator

Dr Markus Funk

Programme

Welcome and Introduction

Learning about Kaizen and the 5s Tools

- Introduction and overview of 5s
- Terms and definitions
- Relation to Lean Management and Kaizen
- The 7 types of waste
- The origin of the 5s method
- 5s as a basic building block of lean management
- Goals & benefits of 5s
- 5s in detail
- Practical examples of 5s in office and administrative areas

Practical Exercise on 5s: „The Number Game“

The exercise consists of 6 phases, which represent the 5 steps of optimization:

- Sort
- Set in order (systematize)
- Shine (clean up)
- Standardize
- Sustain (improve systematically)

goes through step by step and makes the process improvement clearly measurable and understandable for the participant.

Detailed 5s Standardization and Use Cases in QC Laboratories

- Transferability from 5s in the office to 5s in the lab
- Advantages of 5s in the lab
- Practical examples of 5s in the laboratory
- Practical examples of checkpoint-related workstations in the laboratory
- Practical examples in everyday laboratory work for the supply and disposal of QC labs with
 - Glassware,
 - Disposables & auxiliary materials and
 - Chemicals
 - As well as the disposal of waste.

Tools to assure Sustainability of 5s in Laboratories and Offices

- 5s-Audits
- CIP (Continuous Improvement Process)
- 5s-Trainings & -Instructions
- 5s-Walkabouts
- Performance indicators
- Visualization of 5s and 5s-improvements



In two live discussion rounds, there is the opportunity to ask questions which will be answered by the speakers.

Timetable

09.00 – 09.15 h	Welcome and introduction
09.15 – 10.00 h	Learning about Kaizen and the 5s tools
10.00 – 10.15 h	Q&A Session
10.15 – 10.30 h	Break
10.30 – 11.15 h	Exercise on 5s: „The Number Game“
11.15 – 11.30 h	Break
11.30 – 12.15 h	Examples & use cases: 5s in Laboratories
12.15 – 13.00 h	Tools to assure sustainability of 5s in laboratories and offices
13.00 – 13.15 h	Q&A Session

Speaker



Dr Karl-Heinz Bauer
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Karl-Heinz is a pharmacist with a PhD in pharmaceutical engineering and with Boehringer Ingelheim for 25 years in managerial positions in drug manufacturing, testing and quality assurance. Since January 1st, 2020, he has assigned to a strategic international quality management function. He has worked for many years as a freelance trainer, consultant, and coach in the pharmaceutical industry.

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5s-Optimization in Offices & QC Laboratories Live Online Training on 05 June 2025

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Date of the Live Online Training

Thursday, 05 June 2025, 09.00 – 13.15 h

All times mentioned are CEST.

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Fees (per delegate, plus VAT)

ECA Members EUR 590,-

APIC Members EUR 640,-

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The conference fee is payable in advance after receipt of invoice.

Registration

Via the attached reservation form, by e-mail or by fax – or **search and register directly at www.gmp-compliance.org under the number 22069.**

Presentations/Certificate

The presentations will be made available to you prior to the Live Online Training as PDF files. After the event, you will automatically receive your certificate of participation.

Conference language

The official conference language will be English.

You cannot attend the Live Event?

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Organisation and Contact

ECA has entrusted Concept Heidelberg with the organisation of this event.

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