

IN A STATE OF CONFUSION?





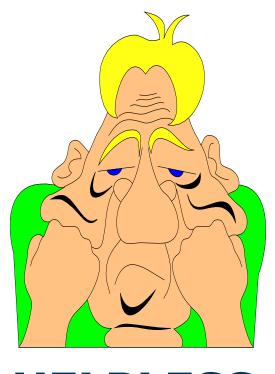
>WASTING TIME IN SEARCHING?

>LACK OF SPACE?





ANGER



HELPLESS

OPPORTUNITY

5-S



OBJECTIVE

Building a workplace contributing to

- Quality of work
- Resource Conservation
- Hygiene & Safety
- Productivity

What is 5-S?

Japanese concept of work place improvement

5-S stands for five Japanese words -

Seiri, Seiton, Seiso,

Seiketsu & Shitsuke

VISION OF 5-S for

Employee:

- Clean & organized workplace
- Safe work place
- Evacuation of waste
- More discipline

Company:

- Better place to work
- Cost Reduction
- Efficient use of time
- Good use of equipment&material
- Increase in productivity
- Quality work

5-S IS MORE OUT OF CHANGE IN ATTITUDE

SEIRI (Organization)

Keep what you require and discard unnecessary items

Eg. Throw away rubbish

SEITON (Orderliness)

Arrange necessary items in a proper order with labeling

Eg. Arranging documents in a file



No Seiton



Example of seiton

SEISO (Cleanliness)

Keeping work place always free of dust and dirt

Eg. Regular dusting & cleaning

SEIKETSU (Standardization)

Maintain housekeeping and work place organization at all times with the help of standards

Eg. Have a Cleaning schedule, Make a Filing procedure

SHITSUKE (Discipline)

Make "work place management" a habit through personal interest, involvement and individual responsibility

Eg. Do 5-S daily

5-S is possible when:

IT IS PART OF OUR JOB

It requires: 3- I'S

INTEREST
INVOLVEMENT
INDIVIDUAL RESPONSIBILITY

5S



SEIRI

- ➤If an item is absolutely unnecessary dispose
- ➤ If an item is unnecessary for time being but it may be required in future store it in a proper place under periodical supervision / maintenance
- ➤ If an item needs to be repaired/serviced Store it in a proper place till it is repaired

- Disposal of unnecessary documents
- •Deleting unnecessary mails/files/software from computer
- •Notice board/ bulletin board- Remove unnecessary ones
- •Store documents/items of future use in a designated storage area
- •Store cartons/packing material/ samples in a storage area

SEITON

- ➤ While arranging necessary items, place them depending on frequency of use
- **►They should be easily accessible**
- ➤ Mark the area with proper labeling about its contents
- ➤ Prepare an index card for quick reference

- Label office rooms
- Desk top should be well organized with few items of frequent use only
- Label the files, prepare & update a filing index
- Filing may be done based on priority, alphabetical order, numerical, customer / vendor / material / project / plant wise

- > Bulletin boards can be used for
- Daily/ weekly/monthly work plans
- Appointments
- •Telephone numbers
- Quotes/ sayings
- Company policies
- Calendar

▶ Desk top maintenance:

- Arrange your desktop systematically
- •May be occupied with active file, office note book, phone and documents of immediate discussion
- •Desktop drawers can be arranged asdocuments:confidential, most urgent, pending, documents for approval, things to read, personal belongings etc.,
- •A dust bin beneath the desk
- Storage for stationary items

- Labeling of cup boards describing contents
- Orderly Bulletin board
- •Proper dressing of cables and extension cords
- •Segregate necessary mails/files in to different folders
- •Prepare an index for all the files created in computer
- •Label the keys

SEISO

- ➤ Workplace clean of dust, dirt and cob webs
- **≻**Look at
 - Computers, key boards, telephone, cables, switch boards
 - •Wash basins, water bottles, dust bins, toilets
 - •Stored documents/equipment

SEIKETSU

- >Standardized method of waste removal & disposal
- >Standard labeling & Filing system
- ➤ Procedure for photocopies & print-out of mails/letters (i.e How many copies need to be taken?)
- >Cleaning schedules
- ➤ Periodical (preventive) maintenance of Airconditioner, lift, computers etc.,
- ➤ Display of good practices

SHITSUKE

- Create awareness
- Set an example
- Conduct competitions
- •Communicate relevant information through posters, newsletters etc.,

Thank You!

Corporate SHE

