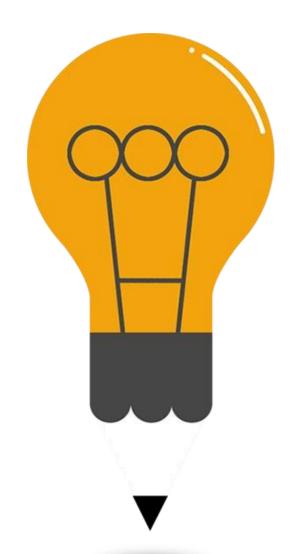
Quality Environment (5S)







QUALITY ENVIRONMENT (5S)

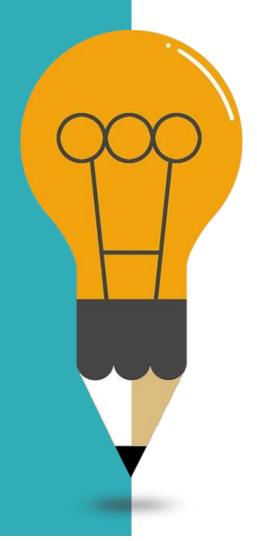
CERTIFIED PRODUCTIVITY SPECIALIST (CPS) COURSE





Objectives

At the end of the training, the participant will be able to:



Understand the element and significance of doing 5S in organization.

Understand the step-by-step implementation of 5S

Recognize the benefits of 5S and how to sustain the initiative.



CONTENT





INTRODUCTION OF 5S

The introduction, significance and elements of 5S.

02

IMPLEMENTATION OF 5S

The framework and step-by-step activities of the implementation.



BENEFITS OF 5S

The Key of Success and Benefits



SUSTAINING OF 5S

Knowing the Issues and Challenges and how to sustain the initiative.







INTRODUCTION

- 5-S is amongst the first and fundamental steps towards implementing Total Quality Management and continual improvement.
- It is essentially a process designed to organize workplace, keep it clean, maintain effective and standard condition.
- It instils the discipline required to enable its practitioners achieve and maintain a world-class work environment.

THE ORIGIN OF TERM 5S

5S is a set of five Japanese words. Each word starts with a sound of "se" or "shi". They are Se-i-ri, Se-i-to-n, Se-iso, Se-i-ke-tsu, and Shi-tsu-ke.



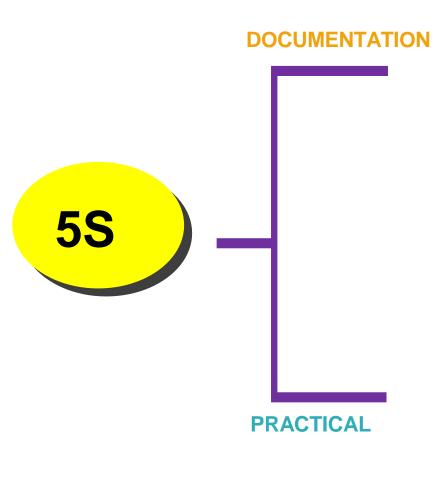
50% of waste can be reduced by adopting "Good Housekeeping" practices and making small operational changes (Source: United Nations Programme for Environment (UNEP)

Significance of 5S

05 06 04 Workplace Clean & Organize Smooth Running Operation Inculcate Discipline & **Positive Mindset** Instilling Quality Seamless Communication Safe Workplace a place for everything, **Facilitate** everything in its place : Benjamin franklin :



SYSTEM CONFIGURATION OF 5S



ISO 9001, ISO 50001 (Eco-System), ISO 27000 (Computer Security)

STANDARD

Internal Audit Criteria, 5S Committee Files

REQUIREMENT

KAIZEN PROGRAMMES

Suggestion Schemes, Quality Control Circle (QCC)

LEAN MANAGEMENT

Productivity, Quality, Cost, Delivery, Safety, Morale, Energy

HOUSE OF QUALITY

Just-in-Time, Total Productive Maintenance



ELEMENTS OF 55

5. Sustain (SHITSUKE)

Commitment and motivation to follow each step, day in and day out



1. Sort (SEIRI)

The process of removing all items not needed for current activities at workplace



2. Set In Order (SEITON)

The process of putting everything in a place that is easy to get to. All items should be clearly marked so anyone can easily finds its proper home



4. Standardize Clean Up (SEIKETSU)

To create a system of tasks and procedures that will ensure the principles of 5S are performed the same way every day.





3. Shiny Clean (SEISO)

Removing all dirt and grime and keeping the workplace clean on DAILY basis. Get it clean, keep it clean



5S

ELEMENTS OF 5S



*5*S *is about Culture and People*

Sort

Keep only needed items & discard the un-needed item



Set in Order

Arrange needed items for easy to use, retrieve and return.

Sustain

Make a habit of maintaining established procedures

Standardize

The condition that exist wh en the first three S were m aintained properly.

Shine

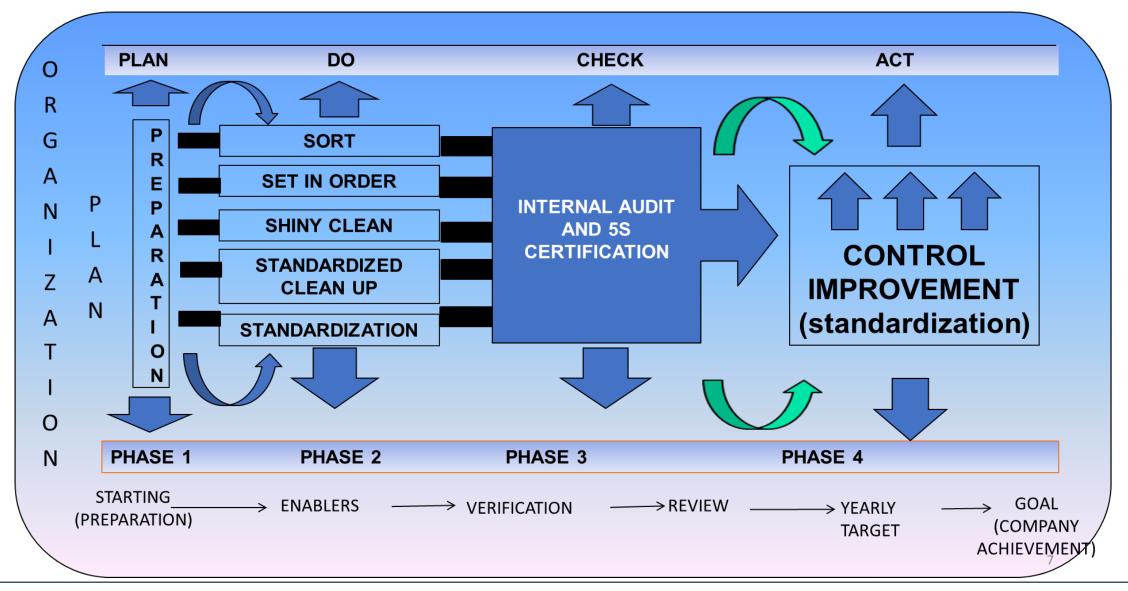
Keep the work place swept and clean at showroom condition.







ROADMAP TO 5S IMPLEMENTATION





IMPLEMENTATION OF 5S





Improving organization performance is an ongoing challenge. It provides an excellent framework for establishing:

- The fundamental process for Energy (PQDCSME)
- A firm foundation for Continual Improvement
- Best Practices
- Key Performance Index

After each cycle review:

- The phase which require improvement
- The approaches which will impact on the results
- The self-assessment to gauge the effectiveness of actions taken

"PHASE 1 and 2 are the ENABLERS.

PHASE 3 (VERIFICATION) and PHASE 4 are the REVIEW actual TARGET achieved."



STEP-BY-STEP OF 5S **IMPLEMENTATION** VIII VII VI IV Ш П Communi **Pilot Best Train Evaluate Build Adjust** Start cate **Practice Program** Employ uniform Test adopted Create a best Analyze 5S Use a start or Ensure the Design quick, Make changes training 5S practices practice system steps and leadership workspace is short, and to process techniques for along with a procedures for team to sufficient to in pilot systems that productive database consisting develop 5S all employees projects areas of need adjusting communication go forward of proven improvement procedures with 5S systems procedures



IMPLEMENTATION AREA OF 5S









OFFICE

You can simply impress your audience and add a unique zing.

WORKSHOP

You can simply impress your audience and add a unique zing.

WAREHOUSE

You can simply impress your audience and add a unique zing.

FILE CABINET

You can simply impress your audience and add a unique zing.





In order for the 5S system to be successful, the most important factor is the commitment, participation and involvement of **EVERYONE** and strong visible support from top management.

Generally, 5S activities should be carried out systematically as follows:

Keys to Success



Visit 5S model companies for continual improvement.



Train everyone adequately on 5S Practices.



Promote 5SPlan systematic Campaign. approach following the Plan-Do-Check- and Reward Act (P-D-C-A) Cycle.



Practice Performance Measurement System.





ORGANIZATION

- Stability in the process allow optimization.
- Zero defects increase quality and productivity.
- Waste elimination reduce cost.
- Prevent delay, promote JIT.
- Zero accident, increase safety level.
- Zero breakdown, increase productivity.
- Zero complaint improve customer's confident and goodwill.



WORKERS

- Clean and comfortable workplace.
- Increase job satisfaction.
- Eliminate plenty of job's redtape and disappointments.
- Promote and improve communication.



BENEFIT OF 5S









SUSTAINING 5S IMPLEMENTATION

Auditor's Selection



⊘i

Area Coordinator Section

Monthly Audit Scheduler







5S Issue Reporter





5S Score Card





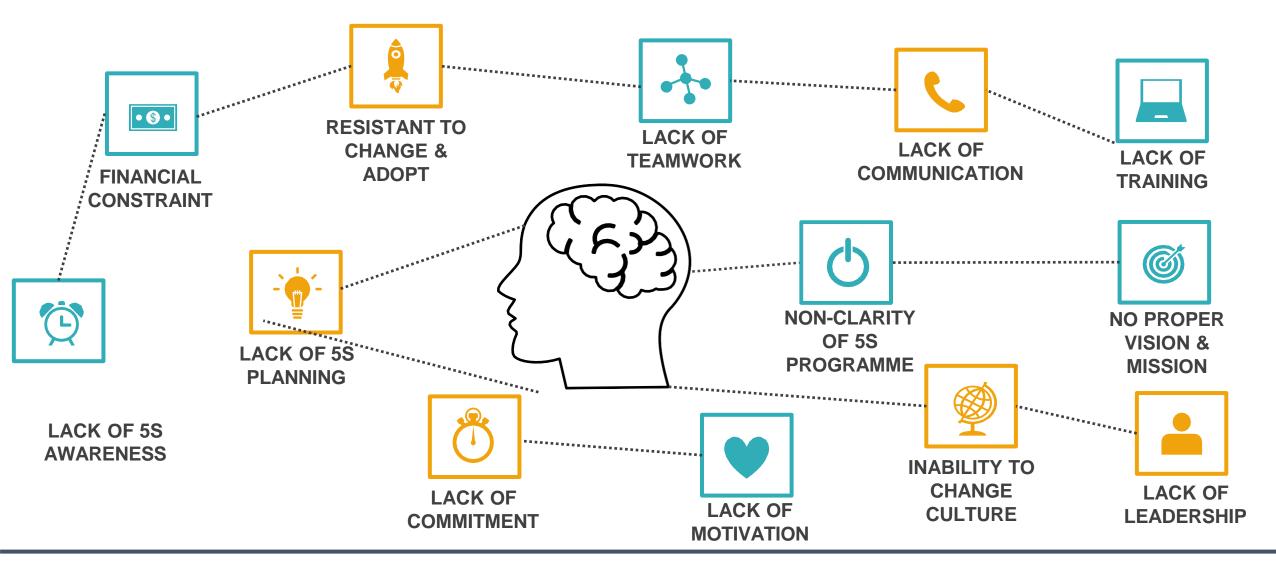
Sustain



Recognition



ISSUES & CHALLENGES



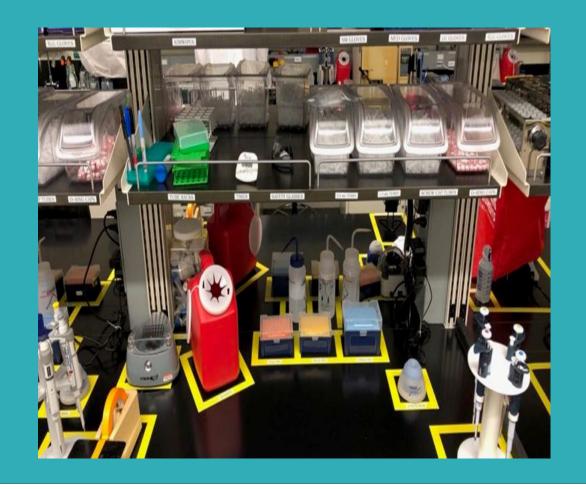


CONCLUSION

The present study conclude that 5S is an important tool to organize the whole organization in a systematic manner.

5S satisfies both organization and customer.

Implantation of 5S method is the responsibility of the management and the entire team of employees.







Thank you

