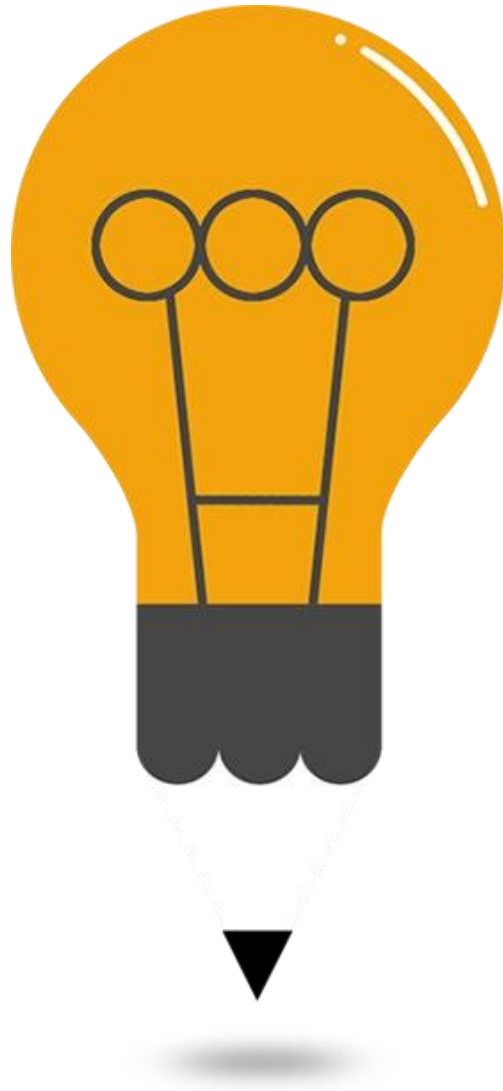


Quality Environment (5S)





QUALITY ENVIRONMENT (5S)

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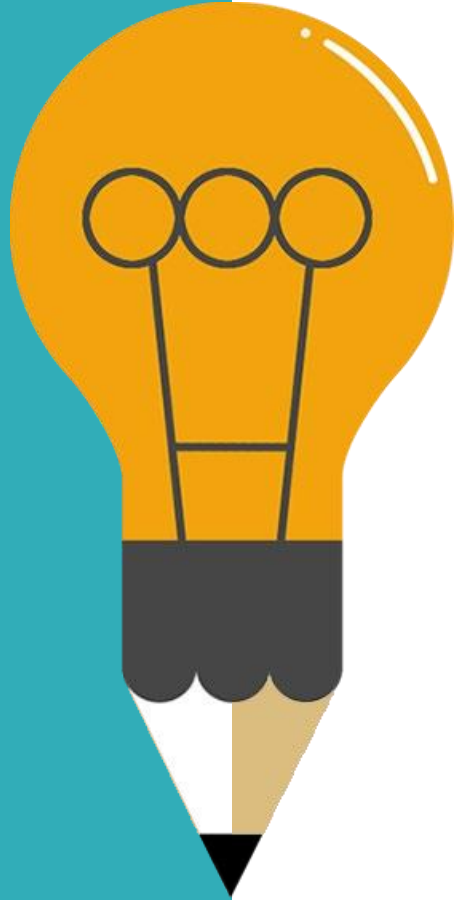


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Objectives

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



01

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

02

Understand the step-by-step implementation of 5S

03

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



CONTENT



01

INTRODUCTION OF 5S

The introduction, significance and elements of 5S.

02

IMPLEMENTATION OF 5S

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

03

BENEFITS OF 5S

The Key of Success and Benefits

04

SUSTAINING OF 5S

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





PART 1

INTRODUCTION OF 5S



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-i-so*, *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

01

Clean & Organize
Workplace

02

Facilitate Seamless
Communication

03

Smooth Running
Operation

04

Inculcate Discipline &
Positive Mindset

05

Instilling Quality

06

Safe Workplace



a place for
everything,
everything
in its place

: Benjamin franklin :



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SYSTEM CONFIGURATION OF 5S



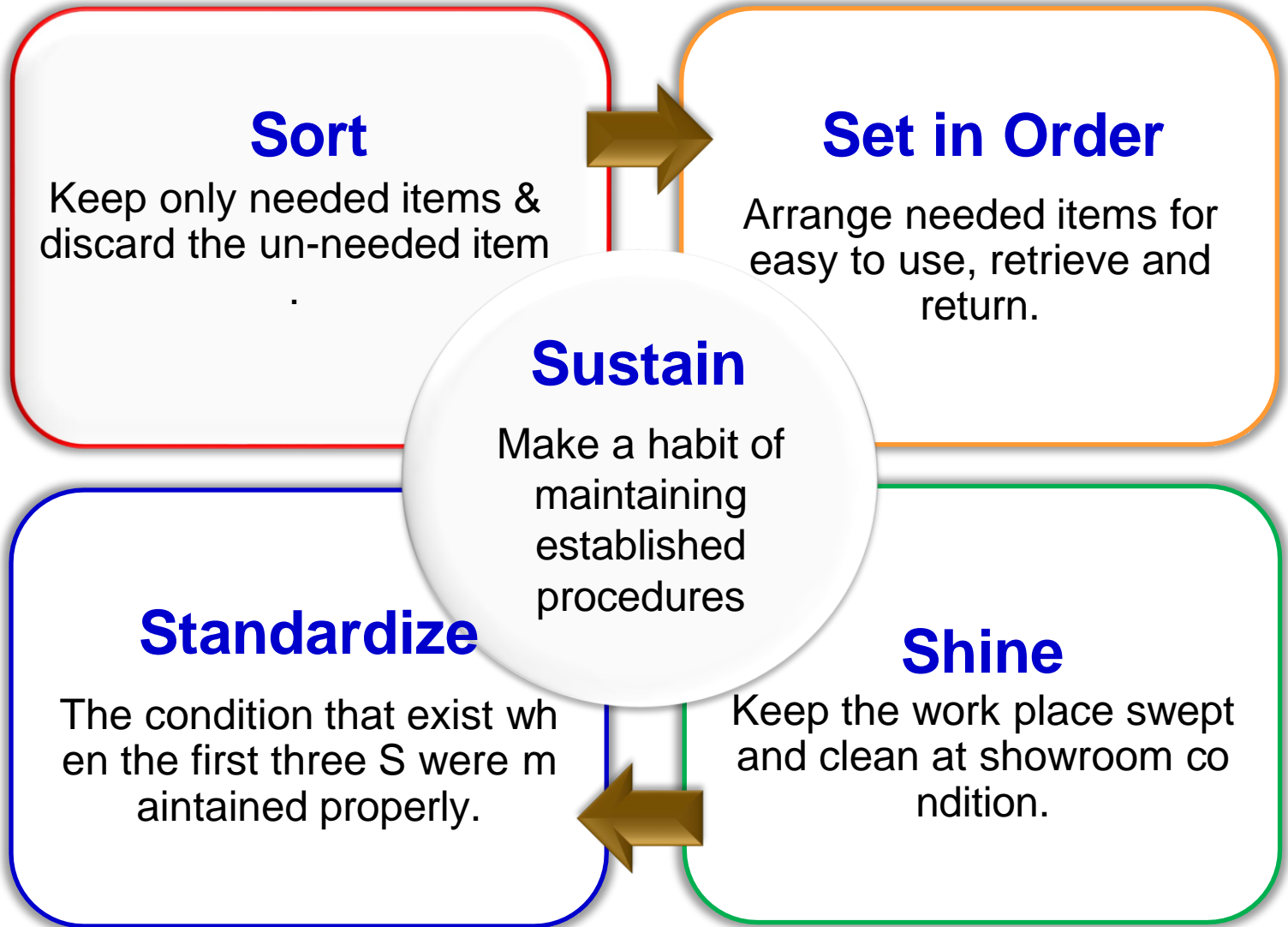
ELEMENTS OF 5S



ELEMENTS OF 5S



5S is about Culture and People



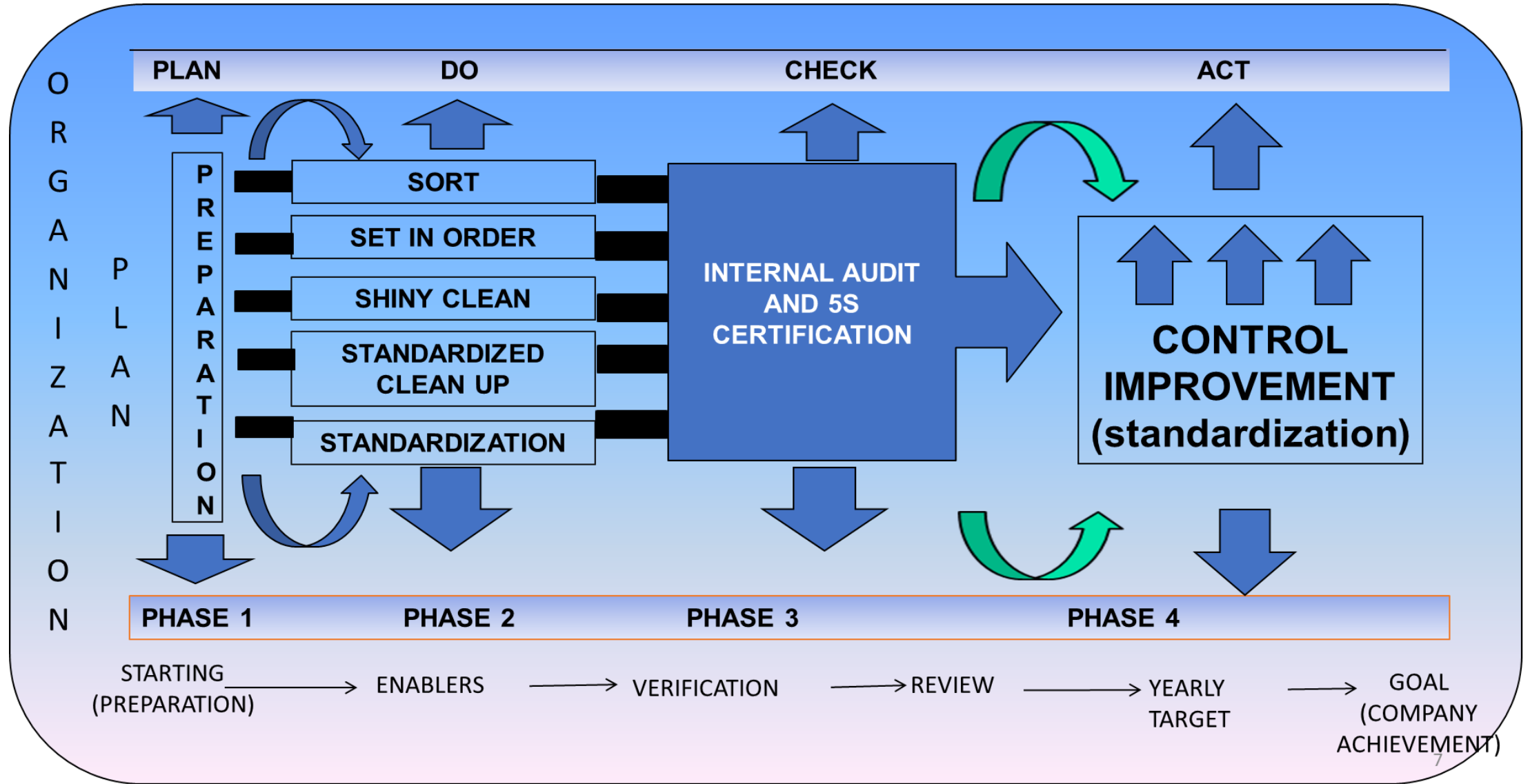


PART 2

IMPLEMENTATION OF 5S



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

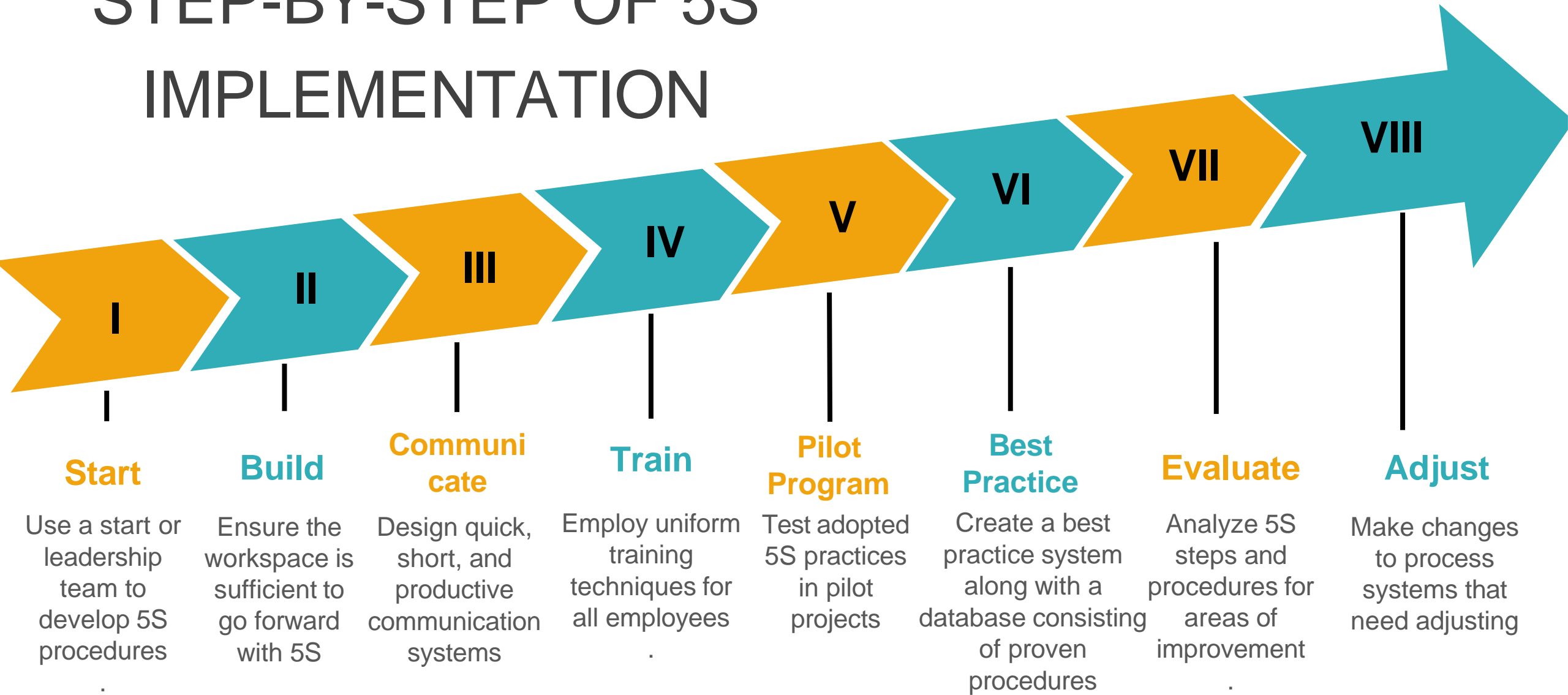
After each cycle review:

- 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

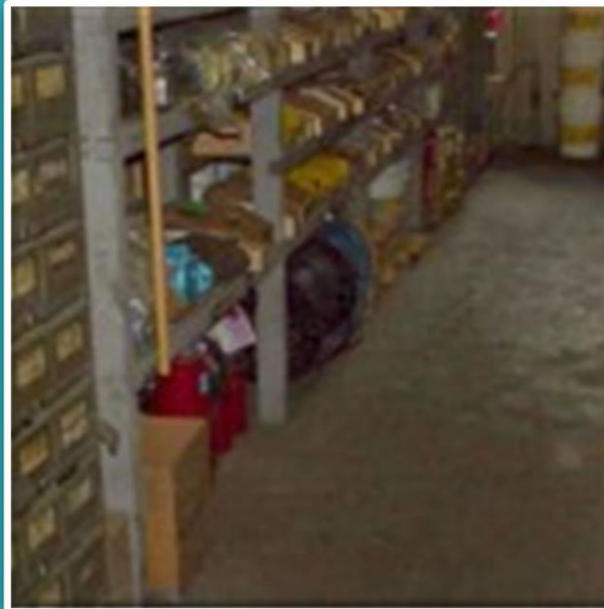


IMPLEMENTATION AREA OF 5S



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.



PART 3

BENEFITS OF 5S



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.

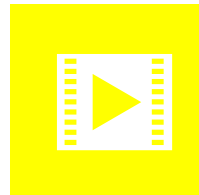
Generally, 5S activities should be carried out systematically as follows:



Visit 5S model companies for continual improvement.



Train everyone adequately on 5S Practices.



Promote 5S Campaign.



Plan systematic approach following the Plan-Do-Check-Act (P-D-C-A) Cycle.



Practice Performance Measurement and Reward System.

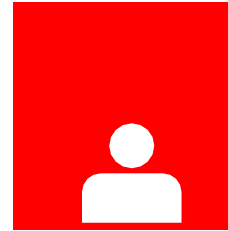
Keys to 5S Success





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 red-tape and disappointments.
- Promote and improve communication.



BENEFIT OF 5S





PART 4

SUSTAINING OF 5S



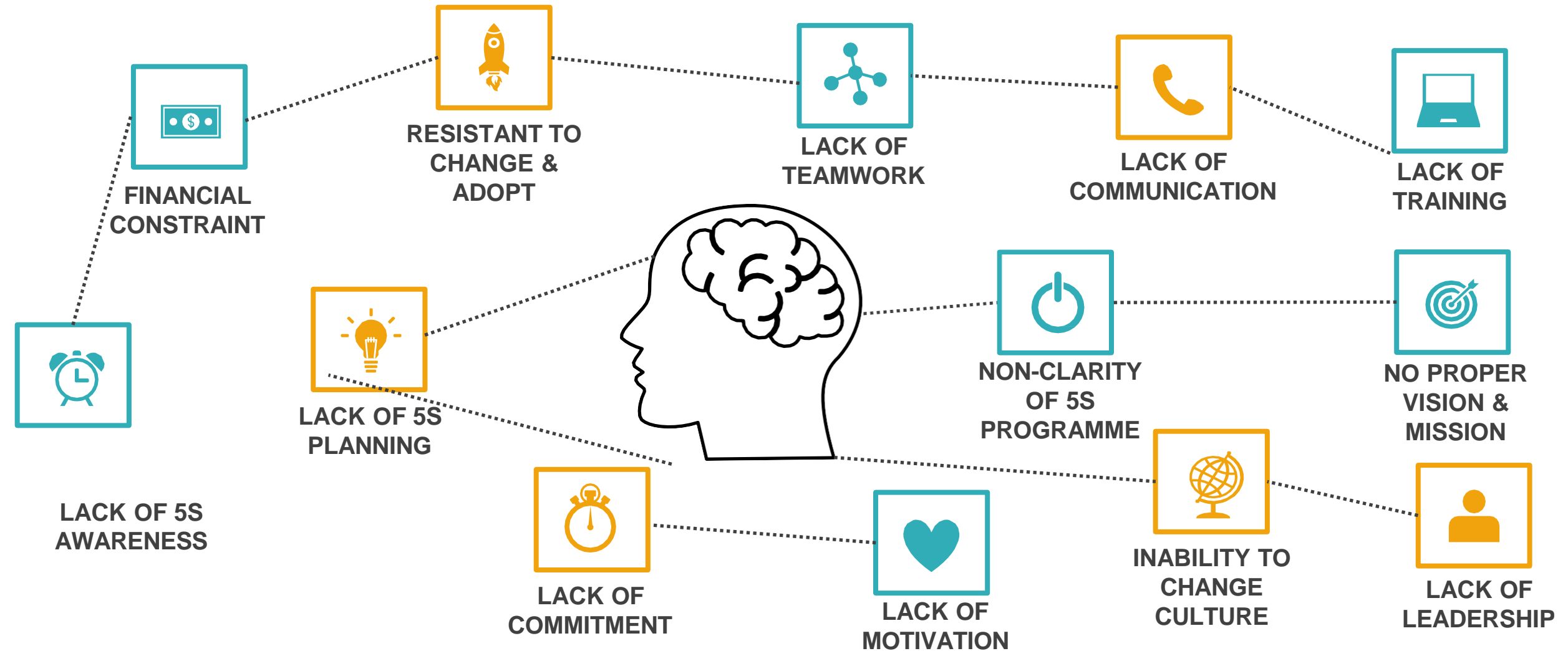
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SUSTAINING 5S IMPLEMENTATION



ISSUES & CHALLENGES



CONCLUSION

01

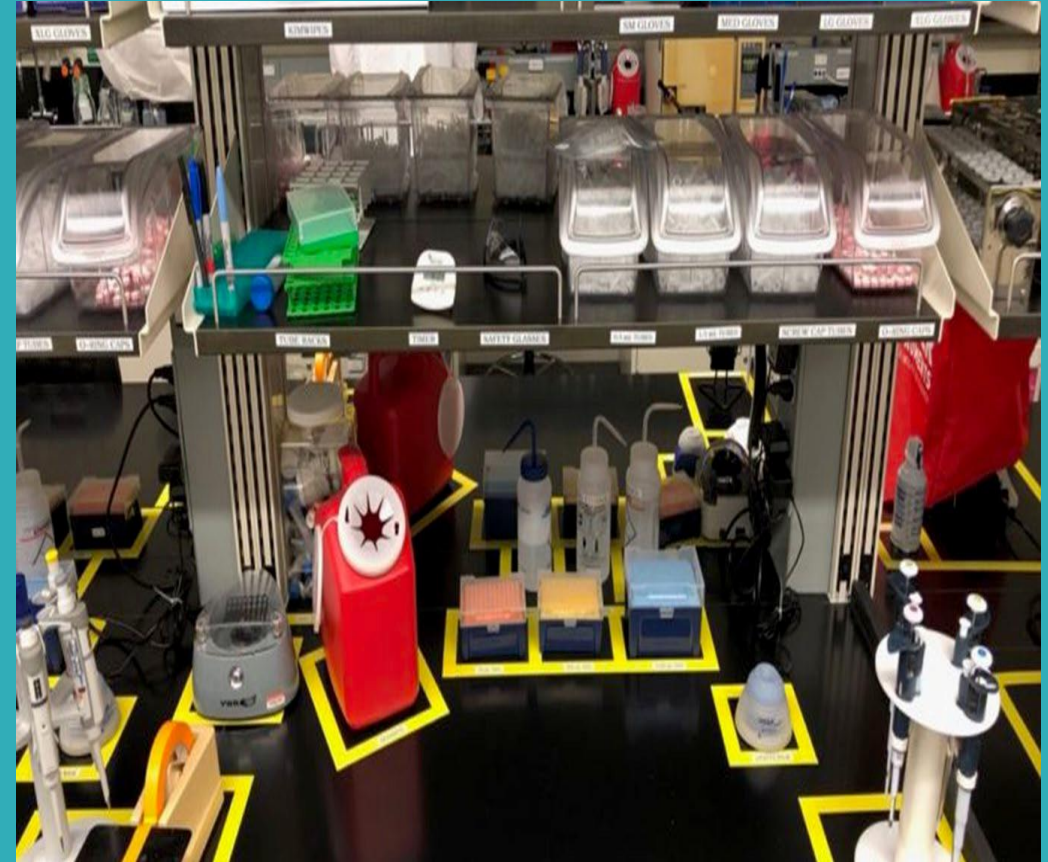
The present study conclude that 5S is an important tool to organize the whole organization in a systematic manner.

02

5S satisfies both organization and customer.

03

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





Thank you



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