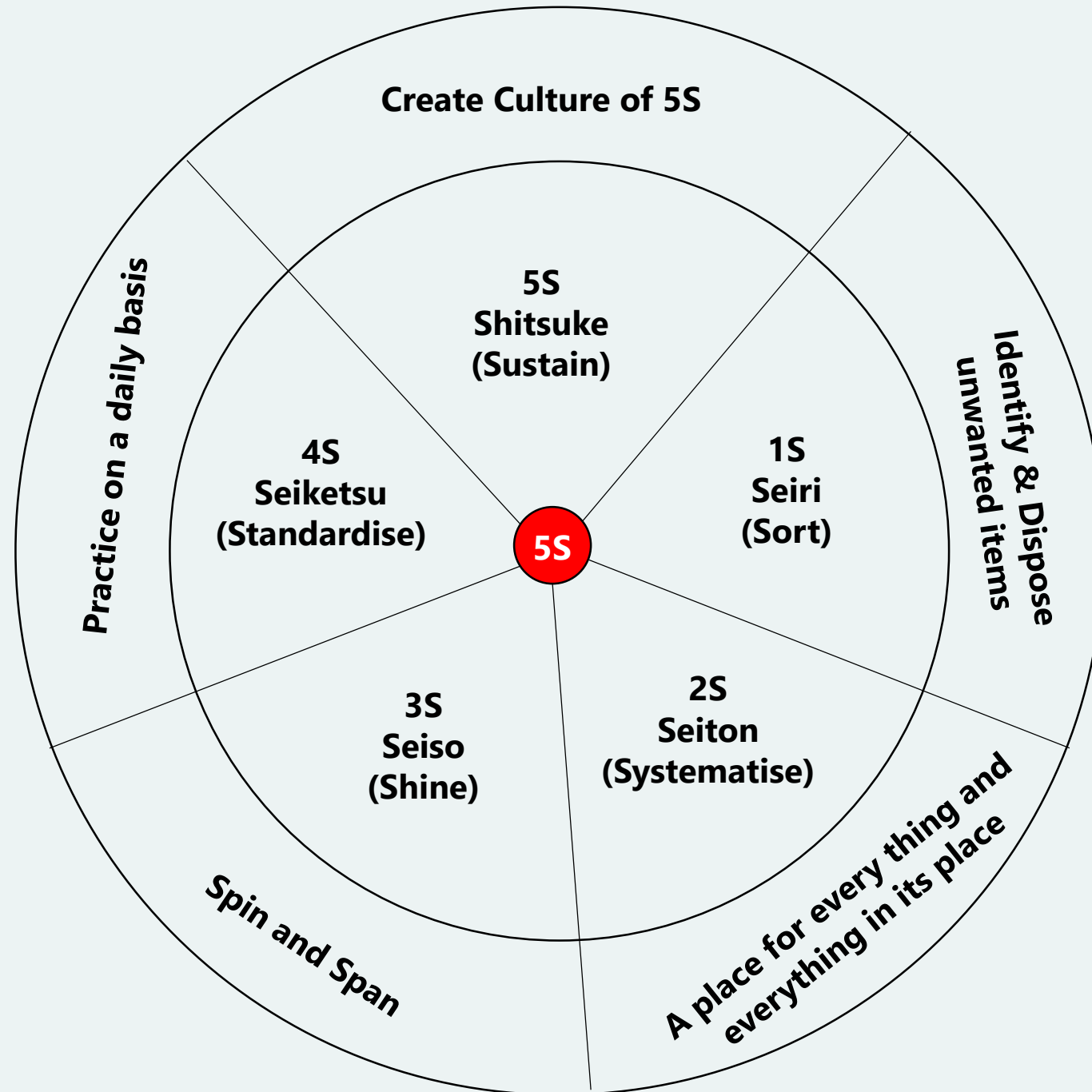




5S OVERVIEW

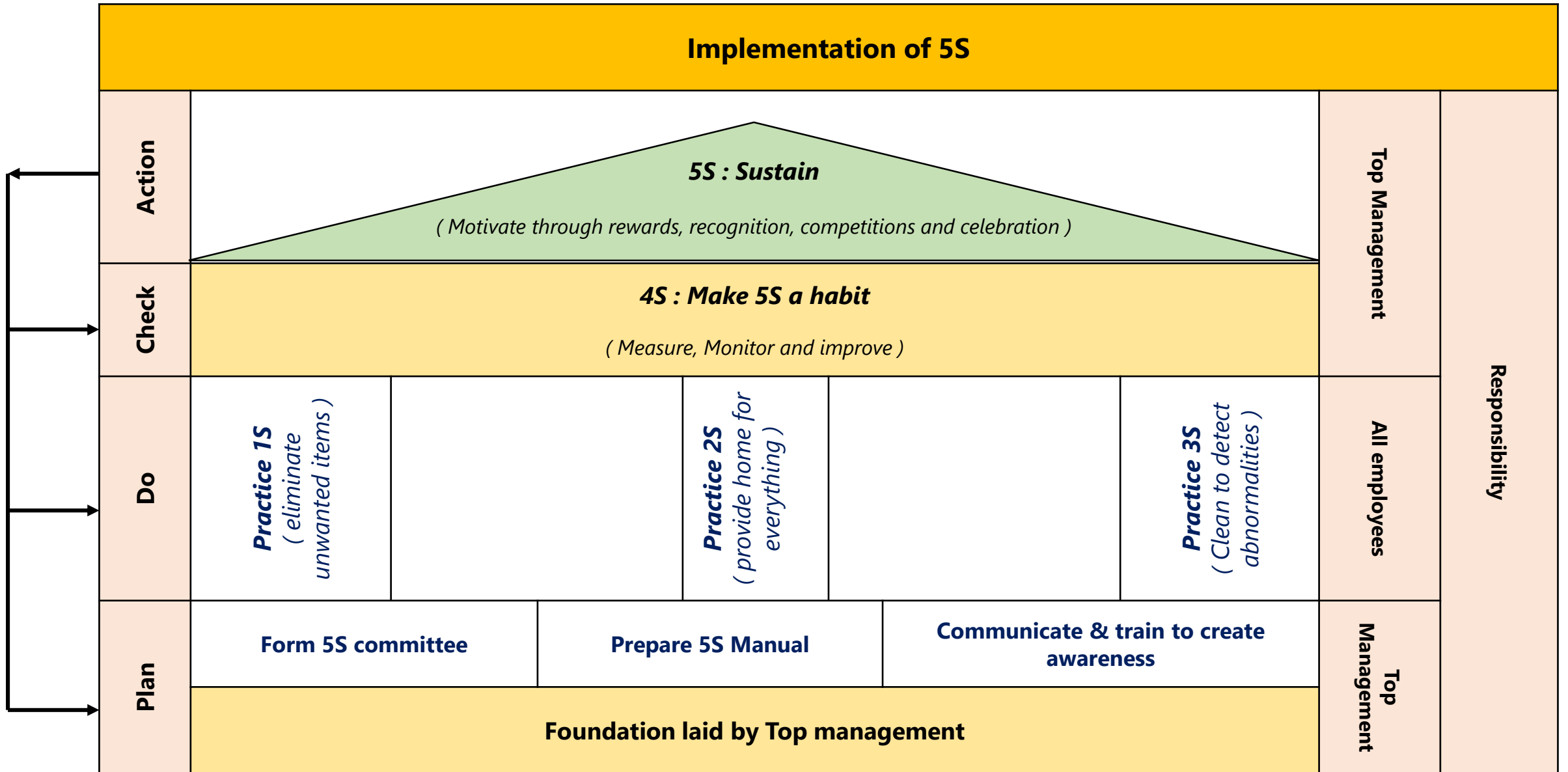
5S element



Element of 5S

5S Element	Japanese term	English term	Objective of the element
1S	Seiri	Sort	To eliminate unwanted items
2S	Seiton	Systematize	To provide a place for needed items
3S	Seiso	Shine	To keep everything clean (spic-and-span)
4S	Seiketsu	Standardize	To practice all the above practically
5S	Shitsuke	Sustain	To make 5S a way of life

5S Implementation



Elements	Objective	Salient features	Performance indicators	Benefits
Seri (Sort)	<ul style="list-style-type: none"> To identify unwanted and dispose them off 	<ul style="list-style-type: none"> Conduct Red Tag campaign Involve everybody Take action to dispose off unwanted items Take action to prevent unwanted items reappearing Think of 3R's – Reuse – Reduce – Recycle 	<ul style="list-style-type: none"> Number of Red Tag campaigns Number of Red Tag generated Money saved Space saved Elimination of unsafe conditions 	<ul style="list-style-type: none"> Improvements in Safety, Quality, Productivity, Cost High employee morale Better environment Cheerful work place
Seiton (Systematize)	<ul style="list-style-type: none"> To establish a place for everything and to ensure everything finds its place 	<ul style="list-style-type: none"> Provide a Home for every thing Provide a set limits Eliminate orphans Establish Functional storage Create visual work place 	<ul style="list-style-type: none"> Speed of retrieval Set limit for every thing Functional storage discipline Labelling and marketing Use of dedicated containers Visual workplace 	<ul style="list-style-type: none"> Zero counting Zero searching Zero unwanted movements Zero transfer Zero damage Zero accidents Increase in productivity Saving in time Saving in cost
Seiso (Shine)	<ul style="list-style-type: none"> To eliminate trash, filth and foreign matter in order to establish a cleaner work place 	<ul style="list-style-type: none"> Clean daily – allot specific time for cleaning Cleaning is inspection Use Seiso tags to identify abnormalities Prevent major break down based on inspection and cleaning Prevent trash and filth appearing in the first place 	<ul style="list-style-type: none"> Number of Seiso tags generated and corrected No dust, no dirt, no trash, no filth, no rust Brightness everywhere Noise level low 	<ul style="list-style-type: none"> Clean environment Prevention of major break-downs Improvement in Q - Quality & Reliability Happy & cheerful work place

Elements	Objective	Salient features	Performance indicators	Benefits
Seiketsu (Standardize)	<ul style="list-style-type: none"> ▪ To make 1S, 2S and 3S a habit 	<ul style="list-style-type: none"> ▪ Standardize 1S, 2S and 3S by <ul style="list-style-type: none"> ✓ Use of check sheet ✓ Use of poka-yokes ▪ Use fixed point photography for self – evaluation 	<ul style="list-style-type: none"> ▪ Use and efficacy of check sheet ▪ 5S as a part of Daily Management ▪ Continuous improvement of 5S score 	<ul style="list-style-type: none"> ▪ Practice makes things perfect ▪ 5S becomes a habit ▪ Standardization of 1S, 2S and 3S
Shitsuke (Sustain)	<ul style="list-style-type: none"> ▪ To do the right thing as a matter course ▪ 5S becoming a way of life 	<ul style="list-style-type: none"> ▪ Visible commitment of top management ▪ Awareness, Education & Training ▪ Periodical audit ▪ Improvement in 5S score ▪ Healthy competition ▪ Rewards, Recognition and Celebration 	<ul style="list-style-type: none"> ▪ Number of training man hours on 5S training ▪ Number of promotional programs ▪ Number of audits ▪ Involvement of QCC ▪ Ideas through suggestion scheme 	<ul style="list-style-type: none"> ▪ Entrenched 5S culture ▪ Enthusiasm and high morale ▪ Improvement in PQCDMS* ▪ Creation of right environment for Total Quality

5S Check Sheet

Place :

Date :

S.No	5S	Checking Point	Score *	Remarks ** (If score < 3)
1	Seiri	Number of Red tags generated		
2		Removal of unwanted material		
3		Removal of unwanted papers in table		
4		Removal of unwanted equipment, tools etc.,		
5	Seiton	Providing place for every thing & set limits for all moving items		
6		Clear marking of safe gang ways		
7		Keeping all gauges & instruments with shadow outline		
8		Use of dedicated containers for movement of materials		
9	Seiso	Number of Seiso tags generated and corrected		
10		No dirt / dust on the machine / equipment / in all places		
11		Clean-looking office area		
12		No trash / dust / dirt in the gang way		
13	Seiketsu	Use of Fixed point photography		
14		Use of labels / signs / color coding / slogans , etc		
15		Identification for everything		
16		Updating of all the visual control charts, etc.		
17	Shitsuke	Training hours for 5S		
18		Rewards, celebration for 5S		
19		Courteous behaviour by every one		
20		Entrenched 5S culture		
Total Score :		Overall Remarks :	Audited by :	