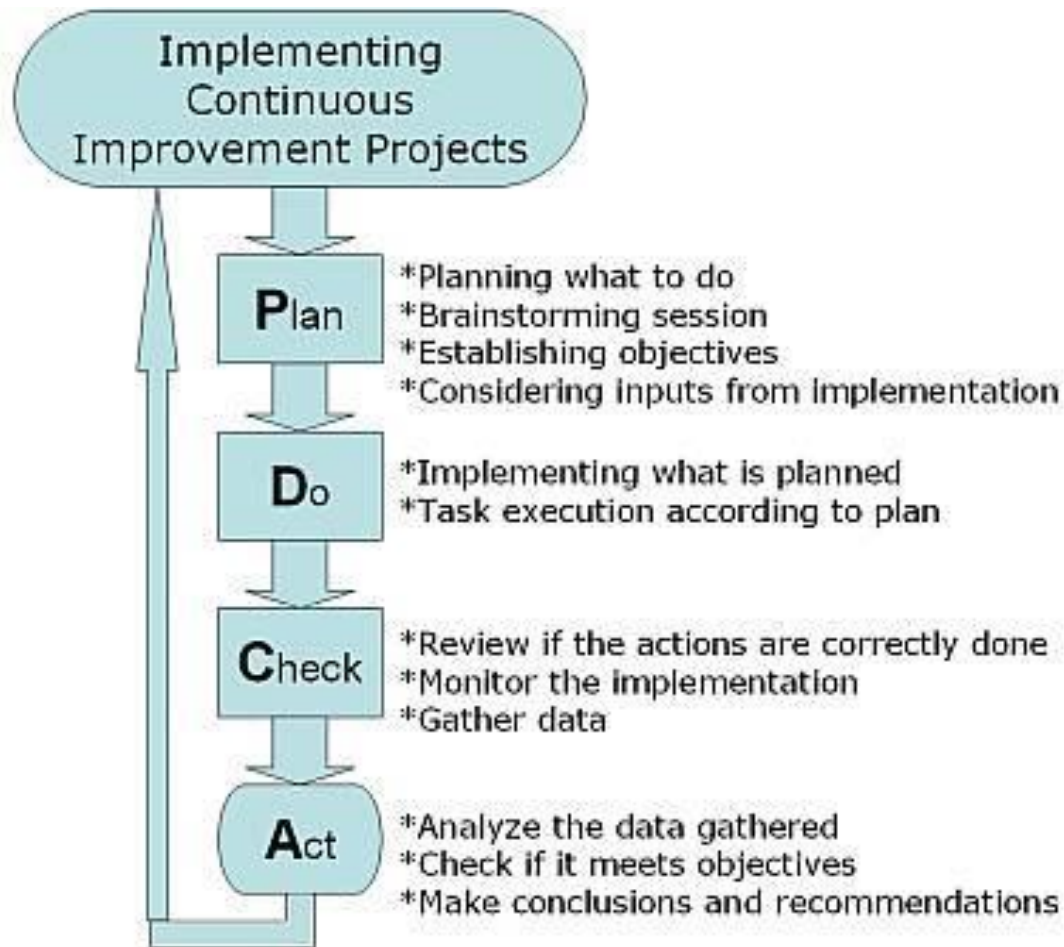


Productivity Improvement Through 5S

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STEP 1

- ▶ Step 1: Delegate Cleaning Assignments.
Cleanliness is the responsibility of EVERY employee and the workplace must be divided into distinct cleanliness areas, which can be based on: 5S Zones:

STEP 2

- ▶ Step 2: Determine What is to be Cleaned.
Develop targets and categories them for ease of use.

STEP 3

- ▶ Step 3: Determine the Methods to be Used. Decide on the tools and materials required and what is to be cleaned in each area. Cleanliness must be practiced daily and must take only a short time to execute. Standards must be adopted to ensure people do the cleaning efficiently.

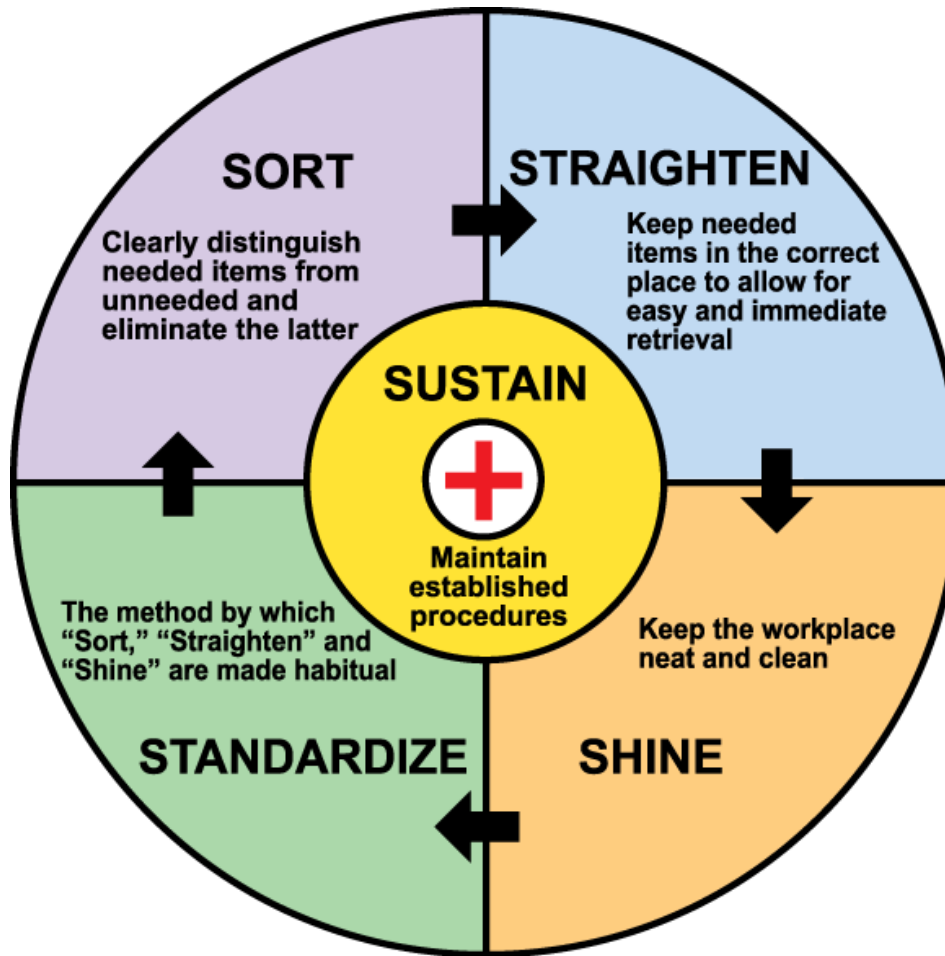
STEP 4

- ▶ Step 4: Prepare the Cleaning Tools and Materials. Set up cleaning tools and the required materials in such a manner so that they are easily retrieved for use.

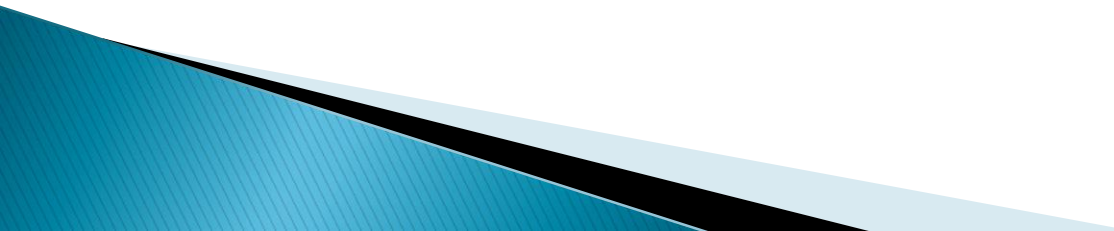
STEP 5

- ▶ Step 5: Implement Cleanliness All equipment malfunction or defects must be fixed or reconditioned. The key word in this practice is keeping the workplace and everything in it clean and in good functional condition. This is achieved through the combination of the cleaning function and defect detection.

5 S



SORT

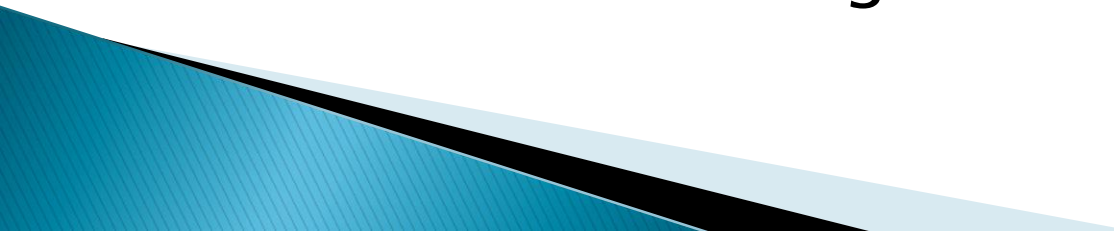
- ▶ 1 S
 - ▶ During the activity Red labels have been applied to all marks which were not necessary within the workshop.
 - ▪ All useless things have been sorted and eliminated.
 - ▪ Rubbish about approximately 300kg was thrown away.
 - ▪ The reason for scantling accumulation was found out.
 - ▪ The activity related rules have been stated and are to
 - be implemented.
- 

RED TAG



Before and After




- ▶ The inappropriate objects have been taken inventory of
 - ▶ ▪ In the workshop, the location of all necessary objects have been defined and marked.
 - ▶ ▪ Colors have been used to mark the different areas.
 - ▶ ▪ The arranging way has been set according to
 - ▶ destination and degree of usage.
- 

Before and After



3 S


- ▶ Washing of floors was done.
 - ▶ ▪ All floors have been cleaned.
 - ▶ ▪ All storing shelves have been cleaned.
 - ▶ ▪ All machines and tools have been washed and cleaned.
 - ▶ ▪ Existing disturbances/non conformities have been detected.
 - ▶ ▪ All boards have been cleaned as well as all the windows.
 - ▶ ▪ The supply wiring has been redone.
- 

4 S

- ▶ The daily checklists were carried out.
 - ▪ The specific procedure was followed.
 - ▪ All obligatory rules in the company are obeyed.
 - ▪ Rules and regulations of the company were followed.
 - ▪ Establishment of Rules and Standard Operation Procedure (SOP)
 - ▪ Improvement in operation and workflow.



5 S

- ▶ It gives a scope for Workers participation in the work
 - ▶ area design and maintenance.
 - ▶ ▪ Workers absenteeism has been lowered down.
 - ▶ ▪ Team spirit and discipline were developed.
 - ▶ ▪ 5S slogans and posters were introduced.
 - ▶ ▪ Enhancement of operation effectiveness in a better
 - ▶ working environment was created
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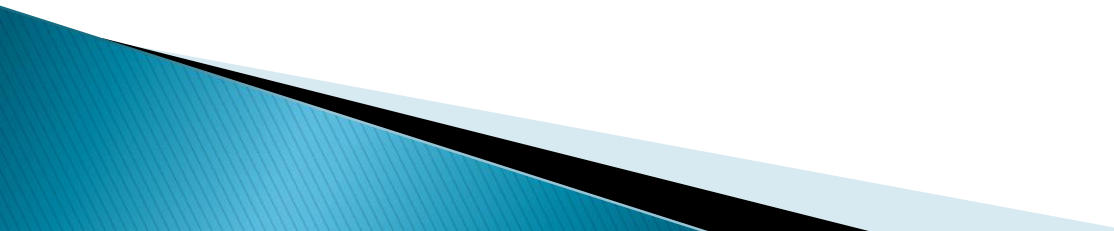
Conclusion

- ▶ The advantages from implementing the 5S rules: 1S:
 - ▪ Process development by cost reduction
 - ▪ Stock confinement
 - ▪ Better usage of workplace
 - ▪ Prevention of losing tools
- 2S:
 - ▪ Process growth
 - ▪ Increasing Efficiency
 - ▪ Shortening of time required for searching necessary
- Things

Conclusion

- 3S:
 - ▪ Improvised working conditions for workers.
 - ▪ The number of customers has been increased after
 - maintaining a clean and neat layout.
 - ▪ Machine maintenance cost has been reduced.
- 4S:
 - ▪ The standards of the company came to next level.
 - ▪ Improvement in safety has supported in reducing the
 - injuries of workers.
 - ▪ Slips and falls of the material have been reduced.
 - ▪ Travel time of materials is reduced which led to reduction of work hazards.

Conclusion

- ▶ It gives a scope for Workers participation in the work productive area design and maintenance.
 - Workers absenteeism has been lowered down.
 - Increasing of the awareness and morale.
 - Decreasing of mistakes quantity resulting from the inattention.
 - Proceedings according to decisions.
 - Improvement of the internal communication processes.
 - Improvement of the inter human relations.
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Thank You