
CENTRE : DDU KAUSHAL KENDRA
NAME OF THE PROGRAMME : B.VOC(LOGISTICS AND
SUPPLY CHAIN
MANAGEMENT
PROGRAM CODE : 3UABVOC(LSCM)
COURSE CODE : LSCM17105
COURSE NAME : OPERATIONS MANAGEMENT
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TOPIC : 5S

5S

THE SECRET TO
JAPANESE SUCCESS

- WHAT PROBLEMS DO U COMMONLY ENCOUNTER AT YOUR WORKPLACE



- HIGH ABSENTEEISM
- HIGH TURNOVER
- DEMOTIVATED EMPLOYEES
- DISORDERED/ CLUTTERED ENVIRONMENT
- MISTAKES/ERRORS

■ THE SOLUTION TO ALL THESE
PROBLEMS IS

5S

5S

HOUSEKEEPING TECHNIQUE

PRODUCTIVITY AND SAFETY
ENHANCEMENT TECHNIQUE

IDEA BEHIND 5S

- IN ORDER TO ACHIEVE HIGH LEVELS OF QUALITY, SAFETY, AND PRODUCTIVITY, WORKERS MUST HAVE A CONDUCIVE WORKING ENVIRONMENT

WHAT IS 5S?

- Developed by the Japanese
- Housekeeping System
- Helps Create a Better Working Environment and a Consistently High Quality Process

THE 5S PRINCIPLES

- SEIRI – Organisation/Sort out
- SEITON – Orderliness/Systemize
- SEISO – The Cleaning/Shining
- SEIKETSU – STANDARDIZE
- SHITSUKE - Sustain/Discipline

DISCOVERY OF 5S

- Thirty years ago researchers started studying the secret of success of Japanese manufacturing companies
- 5S turned out to be the most impressive "secret"
- The factories were so well organized that abnormal situations were readily apparent

DISCOVERY OF 5S

- Equipments were so clean and well maintained that any problem such as a loose bolt or leaking oil could be easily seen
- This passion of cleanliness and orderliness became a hallmark of Japanese organizations

ADVANTAGES OF 5S

- If tools and materials are conveniently located in uncluttered work areas



- Operators spend less time looking for items
- This leads to higher workstation efficiency, a fundamental goal in mass production

ADVANTAGES OF 5S

- A clean and tidy workplace leads to greater well being and increased motivation
- Company image improves

ADVANTAGES OF 5S

- Health and Safety is ensured
- Machine maintenance
- Quality
- Productivity
- Lean Manufacturing

ADVANTAGES OF 5S

- RESULTS IN A PLACE EASIER TO MANAGE
- SMOOTH WORKING → NO OBSTRUCTION
- NO DEVIATION, NO PROBLEMS



- B/C EVERYONE KNOWS WHERE THE THINGS ARE SUPPOSED TO BE

ADVANTAGES OF 5S

- TIME SAVING
- QUICK RETRIEVAL
- ACCIDENTS & MISTAKES MINIMIZED
- INCREASES SPACE
- CREATES WORKPLACE OWNERSHIP

ADVANTAGES OF 5S

- FOUNDATION OF ALL QC TOOLS



- CONTINUOUS QUALITY IMPROVEMENT
- LEAN MANUFACTURING
- KINDERGARTEN OF QUALITY TOOLS & TECHNIQUES

ADVANTAGES OF 5S

- VISUAL MANAGEMENT SYSTEM



- VISUAL CONTROL TO SEE THE ABNORMALITIES
- SIMPLE SIGNALS THAT PROVIDE AN UNDERSTANDING OF THE CONDITION (NORMAL/ ABNORMAL)
- A LOOK AT THE PROCESS REVEALS ITS DIRECTION (RIGHT/WRONG)

Lean Production

- The latest incarnation of JIT
- Based on Toyota Production System.
- Waste elimination
- Widely used in automotive manufacturing & other repetitive mfg.

It's the elimination of waste Everywhere – while adding customer value...

It's a mindset & commitment to achieve a **totally waste-free operation** that's focused on your **customer's success...** achieved by simplifying and **continuously improving** all **processes**

From the operations perspective

Lean production **cuts costs & inventories rapidly to free cash**, which is critical

It also **supports growth** by improving productivity & quality, reducing lead times, and freeing huge amounts of resources.

From the operations perspective

For example, lean production **frees office and plant space and increases capacity** so companies can

1. Add product lines
2. In-source component production
3. Increase output of existing products without acquiring new facilities.

KINERGARTEN OF ALL THE QC TOOLS

- 5S IS THE STARTING POINT OF ALL THE QC TOOLS
- COULD BE SAID AS THE PRE-REQUISITE OF ALL QC TOOLS

METHODOLOGY OF 5S

1. ORGANISATION(SEIRI)

- Decide what you need
- Remove unnecessary clutter
- All tools, gauges, materials, classified and then stored
- Remove items which are broken, unusable or only occasionally used

RED TAG TECHNIQUE

- GIVE STAFF RED LABELS
- ASK STAFF TO GO THROUGH EVERY ITEM IN THE WORK PLACE
- ASK IF NEEDED & THOSE THAT ARE NEEDED, IN WHAT QUANTITY
- NOT NEEDED → RED TAG IT
- STORE IN THE RED TAG AREA

**RED
TAG**

For wavering items

- PLACE THE SUSPECTED ITEMS IN THE RED TAG AREA FOR ONE WEEK
- ALLOW THE STAFF TO REEVALUATE THE NEEDED ITEMS
- AT THE END OF WEEK THOSE WHO NEED ITEMS SHOULD BE RETURNED

ORGANISATION

PRIORITY	FREQUENCY OF USE	HOW TO USE
Low	Less than once per year Once per year	Throw away Store away from the workplace
Avg.	Once per month Once per week	Store together but offline
High	Once Per Day	Locate at the workplace

2. ORDERLINESS(SEITON)

- ONCE YOU HAVE ELIMINATED ALL THE UNNEEDED ITEMS
- NOW TURN TO THE LEFT OVER ITEMS

ORDERLINESS(SEITON)

Organise layout of tools and equipment

- Designated locations
- Use tapes and labels
- Ensure everything is available as it is needed and at the "point of use"

ORDERLINESS(SEITON)

Workplace Checkpoints:-

- Positions of aisles and storage places clearly marked?
- Tools classified and stored by frequency of use?
- Pallets stacked correctly?
- Safety equipment easily accessible?
- Floors in good condition?

3. SEISO (CLEAN/SHINE)

- Create a spotless workplace
- Identify and eliminate causes of dirt and grime – remove the need to clean
- Sweep, dust, polish and paint

SEISO (CLEAN/SHINE)

- Divide areas into zones
- Define responsibilities for cleaning
- Tools and equipment must be owned by an individual
- Focus on removing the need to clean

4. SEIKETSU (STANDARDISE)

- Generate a maintenance system for the first three
- Develop procedures, schedules, practices
- Continue to assess the use and disposal of items
- Regularly audit using checklists and measures of housekeeping
- Real challenge is to keep it clean

5. SHITSUKE (SUSTAIN / DISCIPLINE)

- Means inoculate courtesy & good habits
- Driving force behind all 5S
- Deming's point number 1: Constancy of purpose
- Make it a way of life
- Part of health and safety
- Involve the whole workforce*
- Develop and keep good habits

LITMUS TEST FOR 5S

- 30 SECOND RULE
- ONE MUST LOCATE THE ITEM WITH IN 30 SECOND IF 5S IS PROPERLY IMPLEMENTED
- ALSO APPLIES TO THE ELECTRONIC RECORDS RETRIEVAL

WHAT U HAVE COME ACROSS AT THE END OF DAY

Followings can be harnessed form the
5S

1. NEAT & CLEAN WORKPLACE
2. SMOOTH WORKING
3. NO OBSTRUCTION
4. SAFETY INCREASES
5. PRODUCTIVITY IMPROVES

Cont.

6. QUALITY IMPROVES
7. WASTAGE DECREASE
8. MACHINE MAINTENANCE
9. VISUAL CONTROL SYSTEM
10. EMPLOYEES MOTIVATED
11. WORKSTATIONS BECOME SPACIOUS