

FIVE KEYS known as 5S - a way of Total Quality Environment

PROF R BALAKRISHNAN

Professor, Symbiosis Institute of Business Management, India

1. 5S – an introduction

5S is a Japanese concept which seeks to keep the workplace and even the home in an orderly and systematic manner so that at any point everything could be located with least difficulty or effort. This article is dwelling upon the concept of 5S, its meaning as well as applicability in work place, maintaining the importance documents. In short we could say that 5S is :- Sort -Set in Order – Shine – Standardize and finally Sustain.

2. There is a space for everything and everything has its own place

Practicing 5S helps not only in a working place in an organization but even at home, in our professional service offices, shops, office – at any place since it is based on the concept, that “there is a space for everything” and everything has its own place”. The whole idea of this concept is that, everything, let it be a document, instrument, important articles – anything – could be located within few seconds without wasting time for searching which is seen in most of the places including in our own house. The practice of 5S helps in improving our efficiency in doing the things in a better way and also in a speedy manner.

3. Maintenance of place spic and span / neat and clean

Besides the above, the place – let it be office place, shop floor, home kitchen is kept spic and span – neat and clean and everyone would love to work in such an environment. The 5S concept works on visual management with a result, even anyone who is connected with the – with the concerned work place/department – i.e., outsider would be able to locate the things very easily without wasting any time on searching and this is one of the greatest advantage of 5S. Every organization's pursuit of quality improvement must begin with the basics, namely, – a campaign dedicated, to organizing the workplace, data maintenance room, keeping it neat and clean, maintaining the standardized conditions & discipline needed and to have a better and to have a better and efficient working conditions.

4. Let us understand 5S

The name ‘5S’ derived from the first letters of the Japanese terms for:-

Japanese term	English equivalent	Meaning in Japanese context
Seiri	Tidiness	Throw away all rubbish, unrelated and unwanted materials in the workplace.
Seiton	Orderliness	Set everything in proper place This would facilitate for quick retrieval and storage when needed.
Seiso	Cleanliness	Clean the workplace – ‘everyone should be a janitor’.
Seiketsu	Standardization	Standardize the way of maintaining cleanliness by setting procedure.
Shitsuke	Discipline	Practice ‘Five S’ daily - make it a way of life / habit - this also means ‘commitment’.

The 5b Five Keys To A Total Quality Environment

**Joseph Fong, Chu Ting Cheung, Hong Va
Leong, Qing Li**

The 5b Five Keys To A Total Quality Environment:

Total Quality Management G. Kanji, 2012-12-06 In this book leading experts including George Box Noriaki Kano Yoshio Kondo John Oakland and James Harrington analyse and document various aspects of Total Quality Management Contributions range from discussions of the principles strategy culture leadership education and benchmarking to world class experience and achieving excellence both in the manufacturing and service industries With over 100 contributions this book is an invaluable resource for the total quality management journey It will be of special interest to educationalists academics senior managers and directors and quality practitioners from both the public and private sectors **5S** Edward Moulding, 2010-04-01 5S A Visual Control System for the Workplace gives a self study program for a commonsense low cost approach to process management by providing a method for organizing a workplace especially a shared workplace such as a workshop or an office space and keeping it organized 5S is often referred to as being housekeeping however this characterization can be misleading as workplace organization goes far beyond just housekeeping The key targets of 5S are improved workplace morale safety and efficiency achieved by assigning everything that is needed a location time is not wasted by looking for things Additionally it is quickly obvious when something is missing from its designated location By deciding what should be kept where it should be kept how it should be stored the benefits of this methodology become apparent and most importantly how the new order will be maintained This decision making process usually comes from a dialog about standardization which builds a clear understanding between employees of how work should be done It also instills a sense ownership of the process in each employee *Quality Management: A New Era* Jimmy Sun Fat Chan, Reggie Kwan, Eric T T Wong, 2005-05-06 This volume covers the most current theories and practices in Quality Management and Six Sigma Successful application of Quality Management and Six Sigma has been reported in a number of scenarios including computer software manufacturing supply chain management customer relationship management and so on The refereed papers which comprise the book are selected from the First International Conference on Quality Management and Six Sigma In some cases authors of short papers were invited to elaborate on their ideas into detailed descriptions of practices The contributors are academic researchers as well as industrial practitioners in the field The book will be an important resource for students researchers and professionals involved in quality management *The Lean Business Guidebook* MJS Bindra, Ekroop Kaur, 2022-06-07 This book introduces a powerful system that explains how to run a company with a focus on continuous improvement The results are a satisfied customer base evolving products and an increase in revenue and profits These factors determine the success for any company because business transformation involves making fundamental changes in how business is conducted to cope with shifts in the market environment This a comprehensive book for valuable guidance on framing strategy and overcoming challenges for successful and sustainable implementation of a lean production system daily management system and lean accounting system in companies to empower the managers to serve their customers with

timely delivery of quality products while maximizing profits and easing workloads The main challenge is ensuring operations colleagues in different functions understand the link between their daily work and the profit and loss statement In addition it illustrates how finance personnel can assist the operations team and be a part of the transformation journey This book is not meant to impart theoretical knowledge of the lean production system daily management and lean accounting as there are many books already available that focus on the methodology instead of the implementation This book empowers people in each function of a company irrespective of which level they work in the company and shows them the way to operate on a daily basis to achieve the company s strategy while simultaneously fulfilling their career goals The book lays out a brief history of the evolution of lean concepts with a focus on lean accounting This book guides the successful implementation and sustenance of lean and kaizen tools and provides answers to the questions Who should lead the lean and kaizen implementation in the company Where should the lean and kaizen journey begin Which lean and kaizen tools should be implemented first How important is capacity for the company How much current capacity is wasted and how much free capacity is available Where exactly are the resources being wasted in the company How can the company reduce waste to release capacity for more production Why should the daily management system and lean accounting system be implemented simultaneously with the lean production system Why must managers understand the monetary value of their daily activities Is there an easy way of making a profit and loss statement that is understood at each level in the company Why is one day closing of accounts important and how can it be done

Strategic Implementation of Continuous Improvement Approach
Jagdeep Singh, Harwinder Singh, 2018-06-29 This book covers the strategic use of continuous improvement CI techniques for manufacturing performance improvement It focuses primarily on strategies that can be adopted by small and middle sized enterprises in manufacturing in order to meet the global challenges and competition The book begins with an introduction to CI or Kaizen explaining different CI approaches and strategies Chapter 2 offers a literature review of CI examining conceptual frameworks case studies and surveys Next the book deals with the design of the study detailing the work done in each phase along with the tools techniques and models Chapter 4 presents a detailed survey to determine the present status of continuous improvement strategies in the Indian manufacturing industry to assess the important barriers that effect the implementation of CI strategies and to also assess the role of key enablers leading to improve the performance of manufacturing operations Chapter 5 is comprised of detailed case studies to further analyze the application of the discussed CI strategies The purpose of Chapter 6 is to develop the relationship among the different identified most important barriers in implementing CI approach using interpretive structural modeling ISM and classify these barriers depending upon their driving and dependence power Finally Chapter 7 provides conclusions addresses potential limitations and also looks to the future

Strategic Benchmarking Reloaded with Six Sigma Gregory H. Watson, 2008-03-31 A new update of the classic text on benchmarking Strategic Benchmarking Reloaded with Six Sigma updates benchmarking the revolutionary business

performance methodology by adding statistical concepts from Six Sigma These two methodologies combine to form a powerful platform for improving any company s overall performance This new revision reviews the first twenty five years of development in benchmarking and features new appendices case studies and topics making this the most complete and comprehensive coverage of the subject available Topics include Stimulating business improvement with benchmarking Linking Six Sigma to strategic planning and benchmarking Understanding the essence of process benchmarking Making statistical comparisons in benchmarking Applying benchmarking results for maximum utility Reviewing lessons learned from old case studies Conducting a strategic benchmarking study Performing an operational benchmarking study Mainstreaming benchmarking into strategic planning Creating a sustainable benchmarking capability Plus appendices covering the benchmarking code of conduct operating procedures and Web resources

Advances in Web-Based Learning Joseph Fong,Chu Ting Cheung,Hong Va Leong,Qing Li,2002-08-05 This book constitutes the refereed proceedings of the First International Conference on Web Based Learning ICWL 2002 held in Hong Kong China in August 2002 The 34 revised full papers presented together with an invited keynote paper were carefully reviewed and selected from 75 submissions The papers are organized in topical sections on system modeling and architectures distance learning systems engineering collaborative systems experiences in distance learning databases and data mining and multimedia

Learning Models for Innovation in Organizations: Examining Roles of Knowledge Transfer and Human Resources Management Soliman, Fawzy,2013-12-31 In order to strive for a competitive advantage in their industry organizations have begun achieving innovation through knowledge driven learning models to ensure that organizational activities are efficient and effective Learning Models for Innovation in Organizations Examining Roles of Knowledge Transfer and Human Resources Management provides relevant theoretical frameworks and empirical research findings to enhance knowledge management and learning competencies for organizational activities This book offers assistance and guidance to managers and professionals of innovation firms learning organizations and other work communities through tools techniques and strategic suggestions for improvement

Improving Performance in Service Organizations Joyce Ann Miller,Tatiana Bogatova,Bruce Carnohan,2011-07-01 Improving Performance in Service Organizations guides professionals through the application of lean concepts and methods in the service sector Agencies can use this innovative approach to analyze operations and determine ways to eliminate activities that are wasteful and add no value to the services delivered Service organizations that undergo a lean transformation optimize the use of time and money associated with operations and ensure that scarce resources are allocated to the activities that produce the greatest value for clients served Using a lean lens within the context of the organization s goals and mission taps into the latent energy and innovative ideas of personnel and releases resources trapped in a vicious cycle of wasted work efforts By applying the lean concepts methods and tools introduced in this book and creating a culture of continuous improvement service organizations can increase effectiveness and improve accountability for

the funding they receive This book is also well suited for academic courses in quality improvement business operations management in business and or social service programs Lean for Banks Bohdan W. Oppenheim, Marek Felbur, 2014-11-21 Most banking institutions suffer from numerous inefficiencies such as poor planning inadequate coordination and communication ineffective processes tools and workflow and excessive bureaucracy Lean for Banks describes in easy language how to use Lean and Six Sigma management practices to significantly improve the efficiency of bank operation

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