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

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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.
Shinooke	Discipline	Practice 'Five S' daily - make it a way of life / habit - this also means 'commitment'.

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