



5S

-Hiroyuki Hirano

AMAR RAVEENDRAN

For Techno India NJR Institute of Technology
पंकज पोरवाल
Dr. Pankaj Kumar Porwal
(Principal)

What is 5S?

- **5S** is a workplace organization methodology that uses a list of five Japanese words which are *seiri*, *seiton*, *seiso*, *seiketsu* and *shitsuke*.



For Techno India NJR Institute of Technology
पंकज कुमार पुरवाल
Dr. Pankaj Kumar Porwal
(Principal)

Translated into English, they stand for:

- Sorting (*seiri*)
- Straightening (*seiton*)
- Systematic cleaning (*seiso*)
- Standardizing (*seiketsu*)
- Sustaining (*shitsuke*)

For Techno India NJR Institute of Technology
पंकज पौरवाल
Dr. Pankaj Kumar Porwal
(Principal)

Sorting (*Seiri*)

- Eliminate all unnecessary tools, parts, and instructions.
- Keep only essential items and eliminate what is not required
- Prioritizing things per requirements and keeping them in easily-accessible places.
- Everything else is stored or discarded.



Straightening or setting in order / stabilize (*Seiton*)

- There should be a place for everything and everything should be in its place.
- The place for each item should be clearly labelled or demarcated.
- Items should be arranged in a manner that promotes efficient work flow, with equipment used most often being the most easily accessible.



shining or systematic cleaning (*Seiso*)

- Clean the workspace and all equipment, and keep it clean, tidy and organized.
- At the end of each shift, clean the work area and be sure everything is restored to its place.
- Maintaining cleanliness should be part of the daily work – not an occasional activity initiated when things get too messy.

For Techno India NJR Institute of Technology

पंकज पोरवाल
Dr. Pankaj Kumar Porwal
(Principal)



For Techno India NJR Institute of Technology
पंकज पौरवाल
Dr. Pankaj Kumar Porwal
(Principal)

Standardizing (*Seiketsu*)

- All work stations for a particular job should be identical.
- All employees doing the same job should be able to work in any station with the same tools that are in the same location in every station.
- Everyone should know exactly what his or her responsibilities are for adhering to the first 3 S's.

For Details India NJR Institute of Technology
पंकज पोरवाल
Dr. Pankaj Kumar Porwal
(Principal)

MANUAL JACKS

BEFORE



AFTER SET IN ORDER



Sustaining the discipline or self-discipline (*Shitsuke*)

- Maintain and review standards.
- Maintain focus on this new way and do not allow a gradual decline back to the old ways.
- While thinking about the new way, also be thinking about yet better ways.

For Techno India NJR Institute of Technology
पंकज पौरवाल
Dr. Pankaj Kumar Porwal
(Principal)



For Techno India NJR Institute of Technology
पंकज पोखवाल
Dr. Pankaj Kumar Porwal
(Principal)

BENEFITS OF 5S

- improves organizational efficiency
- reduces waste in all forms
- cuts down employee frustration when "the system doesn't work"
- improves speed and quality of work performance
- improves safety
- creates a visually attractive environment

For Techno India NJR Institute of Technology
पंकज पोरवाल
Dr. Pankaj Kumar Porwal
(Principal)

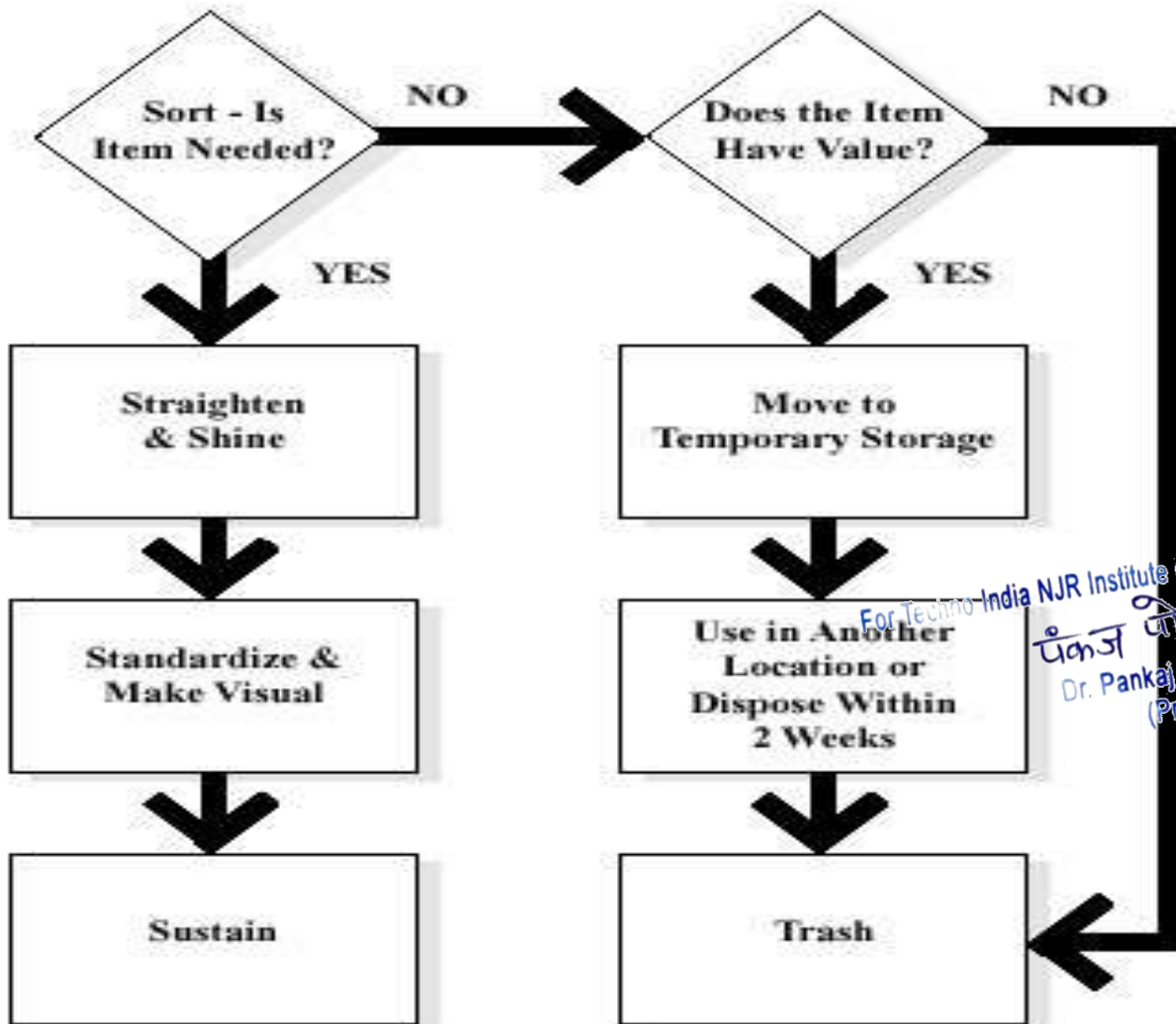
OBJECTIVES OF 5S

- Productivity
- Safety
- Reduced Waste
- Worker Commitment

For Techno India NJR Institute of Technology
पंकज पौरवाल
Dr. Pankaj Kumar Porwal
(Principal)

The following chart shows the repeatable 5S system.

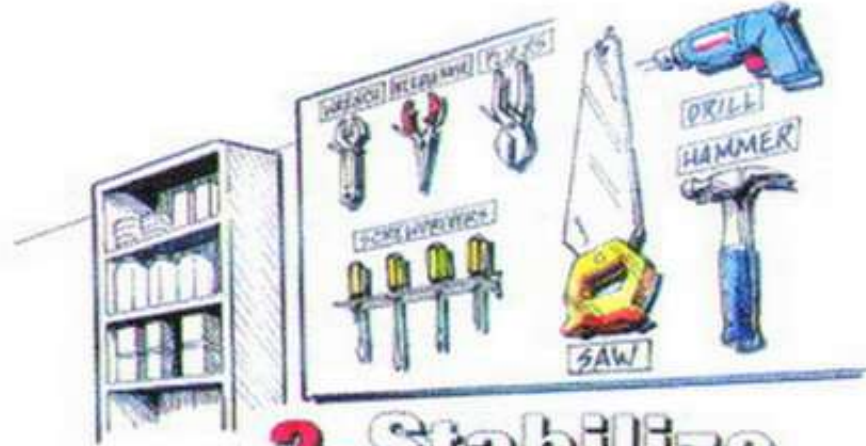
5S Flow Chart



For Techno-India NJR Institute of Technology
पुनज कुमार
Dr. Pankaj Kumar Porwal
(Principal)



1. Sort



2. Stabilize

5 S's



5. Sustain



3. Shine



4. Standardize

For Techno India NJR Institute of Technology
 पंकज पोखरण
 Dr. Pankaj Kumar Porwal
 (Principal)

CONCLUSION

- The 5-S practice is a well-recognised methodology used by the Japanese for improving the work environment.
- It was found to be key to quality and productivity.
- The 5-S practice helps everyone in the organisation to live a better life.

For Techno India NJR Institute of Technology
ডক্টর পঙ্কজ কুমার পের্বা
Dr. Pankaj Kumar Perwa
(Principal)



- **THANK YOU**

For Techno India NJR Institute of Technology
पंकज पौरवाल
Dr. Pankaj Kumar Porwal
(Principal)