

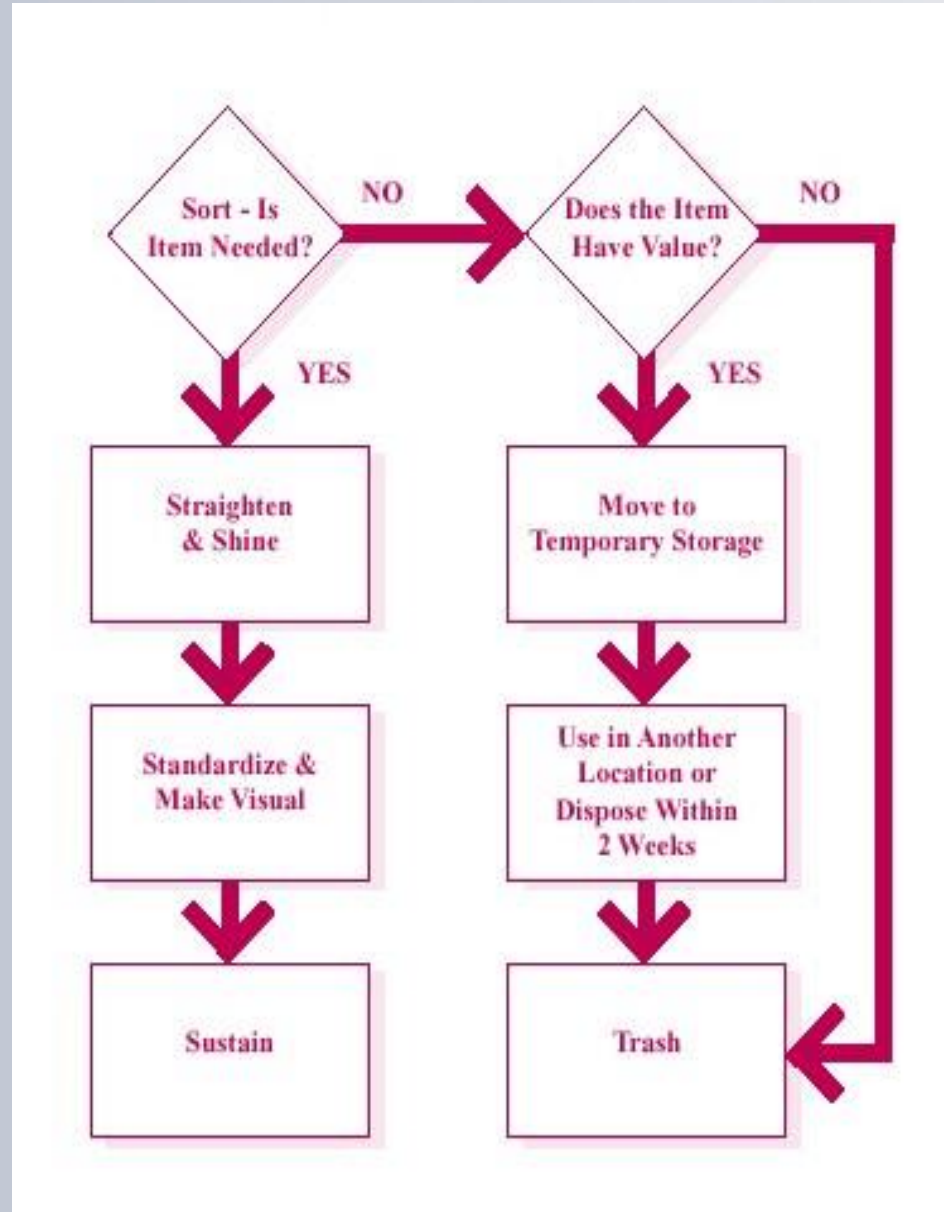
# IMPACT OF 5S IMPLEMENTATION

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## ABSTRACT

“Cleanliness is next to godliness.” Every one, including animals prefers cleanliness. Many organizations, particularly manufacturing sectors, have overgrown their premises, because of increase production, increased man power, accumulation of materials and machinery over years of production activity. This has led to cluttered, dirty workplaces with increased risk of accidents. The health and safety executive recognized this problem and set up Health and Safety laboratories (HSL) to evaluate a technique that is widely used in Japan. This technique is called 5 - S. This is a method for establishing and maintaining a quality working environment. 5 S is the key step in workplace environment. 5 S’ s are derived from the first letters of the word SEIRI, SEITON, SEISO, SEIKETSU, and SHITSUKE which means Sorting, Set In order, Shine or Scrub, Standardize and Sustain or self- discipline respectively This article aims at explaining the importance of 5 S in today’ s scenario. It describes all the 5 S’ s, methods of implementing 5 S overcoming the shortcomings of 5 and result of it’s application in a beverage industry “Hindustan Coca Cola Beverages Pvt. Ltd” .



.FLOW CHAT OF 5S SYSTEM



5S RADAR CHART

## INTRODUCTION

- **SORT:** Keep only necessary items in the workplace.
- **SET IN ORDER:** Arrange items to promote efficient workflow.
- **SHINE:** Clean the work area so it is neat and tidy
- **STANDARDIZE:** Set standards for consistently organized workplace
- **SYSTEMATIZE:** Maintain and review standards

## ADVANTAGES

- Less waste ( Improved Efficiency)
- Reduced space used for storage
- Improved maintenance
- Improved safety
- Better, more committed employees
- Improved quality
- Cost reduction

## LIMITATIONS

- If perceived as program, may become an end goal of a firm’s improvement journey.
- May not be an appropriate starting point for improvement if there are serious constraints to performance
- If pursued blindly without understanding its proper role in a lean system, then tool loses its effectiveness

## OPTIMIZING 5S

- Don't See Your 5S Initiative as a Stand Alone Effort, as it may lead to under utilization of resources.
- 5S should not be implemented at manufacturing places only. Managers and supervisors, by adapting 5S method, should set a strong example for the remaining employees.
- 5S methods should not be a one time affair for employees, it should be included in their daily job description.
- 5S, on its own, is difficult to understand. Make employees learn with the help visual examples, before after image, etc.
- There should be an easy approach for application of 5S. Workplace should be organized in such a manner that things are easy to dispose, and waste materials can be dumped without much human effort.
- In addition to looking for consistency of 5S practices, also look for consistency in the use of visual performance postings, safe work practices, proper lean changeovers, six sigma project support, and employee awareness of high performance concepts as you move through each workplace.
- Compute the progress of the 5S system on a whole, not on individual basis. Do not develop a competition between the firms, use the collective approach for betterment of the firm.
- Review your progress on weekly basis as part of your leadership Team meeting (don't form a 5S Implementation Team), and tracking the per cent complete for each action item on the action plan, so that you can easily keep up with the progress of your initiative.
- Prepare a 5S punch list, and ensure that after a certain set time frame, the firm does not require reminding the employees to follow 5S technique.

## PICTURES BEFORE AND AFTER IN HINDUSTAN COCA COLA BEVERAGES PVT. LTD.

### BEFORE AND AFTER



## REFERENCES

1. “HOW TO DEVELOP A HIGH PERFORMANCE WORK CULTURE” – KEVIN MCMANUS.
2. “CONSULTANTS GUIDE TO SUCCESSFULLY IMPLEMENTING 5S”-NBI