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**5S METHODOLOGY TO IMPROVE THE QUALITY AND ENVIRONMENT OF THE ORGANIZATION**

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**ABSTRACT**

*The aim of this paper is showing the 5S methodology. In this paper it was introduced the way of implementing the 5S methodology in the company. We provided some vast literature on the implementation of 5S in any industry. This strategy involves the study and change in the work place of a manufacturing industry post implementation of 5S. This strategy helps in minimizing the time of manufacturing and also increases the area of work place. Thus, the solution found by our approach solely minimizes several kinds of wastes in the production process and which finally helps in the development of the organization. An Inspection process has been executed on the basis of 5S check lists and the results analyzed to confirm great changes like increasing efficiency in production and quality, improves safety.*

**KEYWORDS**

5s methodology, organisation environment.

**INTRODUCTION**

**1 s – Sorting** through the suitable sorting it can be identified the materials, tools, equipment and necessary information for realization of the tasks. Sorting eliminates the waste material (raw materials and materials), nonconforming products, and damaged tools. It helps to maintain the clean workplace and improves the efficiency of searching and receiving things, shortens the time of running the operation. The 1s rule's proceedings [5]:

1) On the first stage one should be able to answer to the control questions:

- Does an unnecessary thing create the problem in work area?
- Does unnecessary odds and ends of materials thrown anywhere in the work area?
- Do tools and rest of materials of production place on the shop floor?
- Are all necessary things sorted, ordered and retain at their own place?
- Are all measuring tools sequentially kept?

On the basis of answers to the above questions it is possible for the assessment of work area in terms of the 1s rule. If any question's answer is yes, it should carry out sorting of items, which are in work area.

2) On the second stage one should carry out the review of all things which are in the work area and arrange them. According to established sorting it should execute the elimination of items from work area, which were unnecessary.

3) To continual usage the 1s rule is the movement of the red tag. It means giving red tag to items, which operator will make out as useless within his work area. At the beginning of each month, put a red tag on every item. During the month, remove the red tag when item is used. At the end of the month, decide whether the item with the tag is necessary or not.

**2 s – Set in order** especially important is visualization of the workplace (e.g. Painting the floor helps to identify the places of storage of each material or transport ways, drawing out the shapes of tools makes possible the quick putting aside them on the constant places, colored labels permit to identify the material, spare parts or documents etc.). Implementing the 2s rule [3]: it should execute the segregation of things and mark the places of their storing. Used things should always be divided on these, which should be: - in close access (1st degree sphere), - accessible (2nd degree sphere), - in the range of hand (3rd degree sphere).

- Reduce preparation time for tool setting.
- Reduce waiting time for parts, materials, papers and files
- Reducing processing time and cycle time by improving the plant layout of work area.
- Time and strength spent on looking for jigs, fixture tools etc.
- Run down for parts in stores.
- Searching for files and information in computers.
- Labels are attached so that items can be recognized.
- At a glance and clear

**3 s – Shine** Regular cleaning permits to identify and to eliminate sources of disorder and to maintain the clean workplaces. During cleaning it is checked the cleanness of machine, workplace and floor, tightness of equipment, cleanness of lines, pipes, sources of light, current data, legibility and comprehensibility of delivered information etc. Indispensable is also taking care of and maintenance the personal tidiness of the operator.

**4s – Standardize** Standards should be worked out and implemented in the work place. Management should pass instructions in order to set the work place on order. The instructions should be clear and easily understandable to workers. All the workers in the shop floor should be involved in this activity; the workers group knows specificity of their own activities and process of elaboration along with the usage gives them the possibility of understanding the importance of each aspect of the operation. The aim of the easy access of the obligatory standards for constant and visible places should be assured.

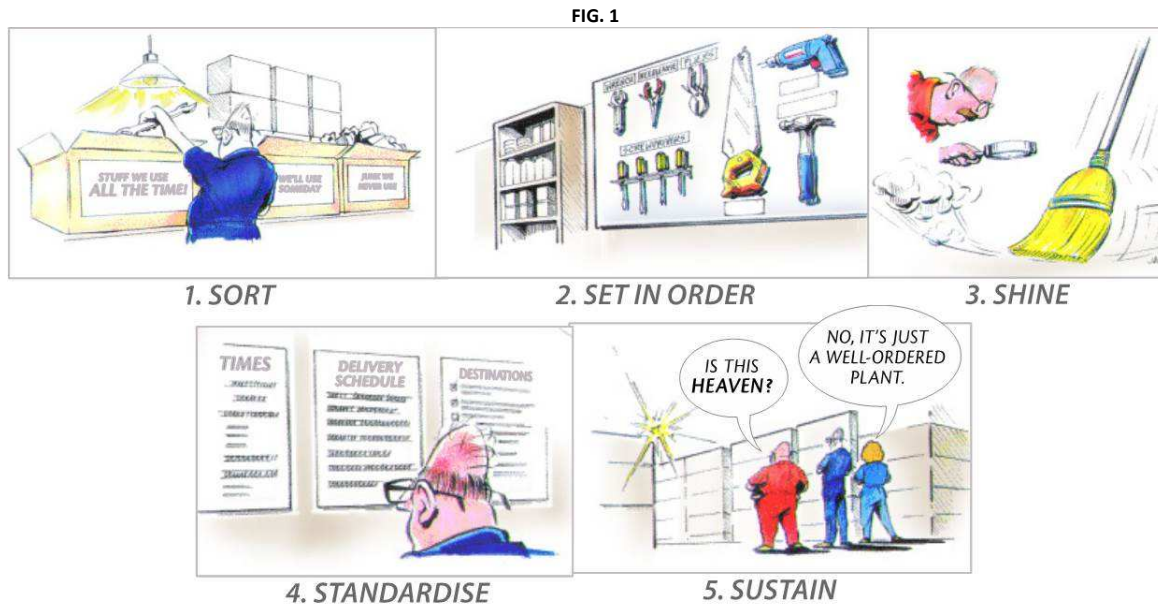
**5S – Sustain** The principle is to establish the maintenance of a clean environment as an ongoing process for ever. This increases the consciousness of the workers and decreases the number of non-confirming products and defective products. This process also increases the internal communication and human relations in the organization. It is also essential to understand the need and importance of the inspections for 5S. The inspections are executed with the help of Check list prepared on the basis of the radar charts of 5S. This also helps in estimating the work place. The inspection of the realization of 5S standards is executed once a month by the team.

**5s APPROACH IN INDUSTRY**

The 5s methodology depends upon the capacity of creating and maintaining a well organized, clean, effective and high quality work place. Our research was carried out in a manufacturing company of the metal doors. In the first phase of research, we executed the selection of things in the production process of the work place.



We introduced 5s methodology to the workers on the shop floor and carried out a questionnaire for them. After that all the 5 rules of the 5s has been implemented on the shop floor in a systematic order. We appointed one of the workers as a person responsible for the implementation of 5s for that department and so with the other departments of the industry. This resulted in great changes on the shop floor.



1s:

- Things have been sorted on the basis of necessary and unnecessary.
- Distributing the things and other stuff in the workplace has been reduced.

2s:

- All the things and tools are arranged properly for quick usage.
- The time required for preparing the work place has been reduced.

3s:

- Clean and hygienic work place has been established.
- Cleanly working conditions have been established near the machines.

4s:

- All the rules set by the company are being obeyed.
- All the rules were set in order for future

5s:

- 5s became a habit for all the workers in the shop floor.
- Discipline is all around the workplace.

For the perfect execution of 5s in future, inspections based on check lists are being performed within the Time set for it.

## CONCLUSION

5s is one of the most cost-effective lean techniques available, and it is the foundation to all other lean techniques. That makes 5s the perfect starting point for bringing the benefits of lean to your workplace.

It is simple to get started with 5s. It begins with cleaning and organization. Using a durable label printer and you can mark and label everything so that tools, supplies, equipment and materials can be properly identified and stored. Mark machines and equipment with labels providing standardized operating and maintenance instructions. Ensure you are fully in compliance with all requirements by making needed safety signs, pipe markers and ghs labels. Make way-finding signs to identify work locations and the safest and most efficient paths through your facility.

5s is foundation to all other lean techniques and having proper labeling and signs is foundational to 5s.

The key benefits of 5s are:

- less waste (improved efficiency)
- reduced space used for storage
- improved maintenance
- improved safety
- better, more committed employees
- improved quality

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In this age of Commerce, Economics, Computer, I.T. & Management and cut throat competition, a group of intellectuals felt the need to have some platform, where young and budding managers and academicians could express their views and discuss the problems among their peers. This journal was conceived with this noble intention in view. This journal has been introduced to give an opportunity for expressing refined and innovative ideas in this field. It is our humble endeavour to provide a springboard to the upcoming specialists and give a chance to know about the latest in the sphere of research and knowledge. We have taken a small step and we hope that with the active co-operation of like-minded scholars, we shall be able to serve the society with our humble efforts.

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