

# Advanced Quality Tools

## 5S Housekeeping

Bawani Ho

Acme

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## Applet Introduction

### Applet Details

<b>Applet Title</b>	5S Housekeeping			
<b>Description</b>	5S Housekeeping			
<b>Objective</b>	To demonstrate 5S Housekeeping auditing.			
<b>Abstract</b>	5S Housekeeping auditing is a useful tool to help in measuring the performance of 5S Housekeeping teams.			
<b>Team Leader</b>	Bawani Ho			
<b>Commencement Date</b>	15-Aug-2006			
<b>Expected Completion Date</b>				
<b>Completion Date</b>				
<b>Status</b>	Not Completed			
<b>Team Name</b>	5S Housekeeping			
<b>Team Members</b>	<table border="1"><tr><td>1</td><td>IR0075</td><td>Marliza Marliza</td></tr></table>	1	IR0075	Marliza Marliza
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# 5S Project Plan

5S Project Plan From 29-Jul-2006 To 10-Aug-2006

Activity	No. of Days	Jul - 2006			Aug - 2006									
		29	30	31	1	2	3	4	5	6	7	8	9	10
		Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
<b>Preparations</b>	6													
New Program														
Understand philosophy and benefits of Super 5S by CEO	3													
CEOs visit to Super 5S model companies	5													
CEOs commitment to Super 5S implementation														
Organize Super 5S Working Committee														
Appoint Super 5S facilitators														
Train Super 5S facilitators and Practitioners														
<b>CEOs Official Announcement</b>														
CEO officially announces implementation of Super 5S for 2 years														
CEO explains objectives of Super 5S program to all colleagues														
Publicize Super S organization and assignments by area														
Promote Super 5S with banners, posters and newsletters														
Organize basic Super 5S training programs for all colleagues														
<b>Big Cleaning by all Colleagues</b>														
Establish a Disposal Standard for unnecessary items														
Organize a full-day of Seiri activity twice a year														
Everyone concentrates to identify and stratify unnecessary														
Unnecessary items that cost a lot should be evaluated so as to prevent the occurrence of such waste														
<b>Initial Seiri</b>														
Establish a Disposal Standard for unnecessary items														
Organize a full-day of Seiri activity twice a year														
Everyone concentrates to identify and stratify unnecessary														
Unnecessary items that cost a lot should be evaluated so as to prevent the occurrence of such waste														
<b>Daily Seiri, Seiton and Seiso</b>														
Seiri: Throw always things that are not needed and not being used														
Seiton: Improve locations and methods for sorting things so that searching times minimized														
Seiso: set up a daily cleaning schedule for the creation of a healthy and comfortable workplace														
Motivate colleagues to come up with creative improvements														
<b>Periodic Audits on Super 5S</b>														
Establish a Super 5S evaluation and incentive plan														

Conduct a Super 5S audit regularly by auditors																					
Organize a Super 5S inter-departmental competition for upgrading																					
Award groups and individuals for their contributions																					
Organize study tours to other companies doing Super 5S																					

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# 5S House Keeping Evaluation Form

<b>Factory :</b>		Metal Works	
<b>Operation Site :</b>		Site 1 - Foundry	
<b>Department :</b>		Quality Assurance	
Items		Focus	Scope
<b>Working Area</b>			
1	Material parts	are they conveniently located and labeled for easy retrieval?	8
2	Work-in-process	are they conveniently located for easy handling?	4
3	Finished products	are they conveniently located and labeled for easy retrieval?	6
4	Defective/rejects	are they clearly labeled for separation from good items?	8
5	Machines/equipment	are they clean, asfe, well-maintained and convenient to operate?	10
6	Wiring/piping	are they laid out in a tidy, safe and convenient manner?	2
<b>Tools and Jigs</b>			
1	Dies/tools/jigs	are they conveniently labeled and placed at designated location?	7
2	Spare parts/lubricants	are they conveniently labeled and placed at designated location?	6
3	Containers/pallets	are they clean and conveniently placed at designated location?	8
4	Racks/shelves/cabinets	are they dust-free, tidy and conveniently labeled for items stored?	5
5	Carts/wagons/forklifts	are the well-maintained and placed at designated locations?	9
6	Lifts/conveyers/cranes	are they clean , tidy, safe, and well-maintained?	6
<b>Office Area</b>			
1	Desk/labels/chairs	are they clean and organized inside and outside?	5
2	Forms/files/records	are they up-to-date, easy to retriive and at ocnvenient locations?	6
3	Floors/passages/stairways	are they dust-free, tidy,safe and well-maintained?	5
4	Walls/windows/ceiling	are they dust-free, tidy,safe and well-maintained?	6
5	Lighting/ventilation	are they adequate for efficient operation?	2
6	Working wears/shoes	are they clean and do they present a good image?	9
<b>Safety Aspects</b>			
1	Safey devices	are they conveniently located for use and well-maintained?	4
2	Fire extinguishers/fire exits	are they adequate and cleaned regularly?	5
3	Cleaning tools/waste baskets	are they dust-free, tidy,safe and well-maintained?	7
4	Canteens/toilets/lockers	are they dust-free, tidy,safe and well-maintained?	8
5	External area/gardens	are they clean, tidy, safe and do they present a good image?	9
6	Security guards/car parks	are they clean, tidy, safe and do they present a good image?	7
<b>Audit Score</b>			<b>152</b>
<b>Bonus Score</b>			<b>10</b>
<b>Total Score</b>			<b>162</b>
<b>No. of Items Evaluated</b>			<b>24</b>
<b>Total Score Possible</b>			<b>240</b>

**Percentage Score**

**67.50**

**5S Housekeeping Practice Identified**

The 5S Housekeeping Practice has identified that more work needs to be done regarding cleanliness of the floor.

**Comments For Improvement**

While there is much Operator commitment the Top Management commitment seems to be lacking.

**Date :** 09/20/2006

**Auditor :** Amina Hameed

**5S Housekeeping Score**

