



KPR INSTITUTE OF ENGINEERING AND TECHNOLOGY

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IMPLEMENTATION OF 5S PRACTICE IN KPRIEnT

The KPR Institute of Engineering and Technology has taken an initiative in implementing 5S Practice to the overall institution with the support from Quality Circle Forum of India (QCFI) headed by the experts Mrs. S. Yogeshwari (Secretary, QCFI, Coimbatore) and Mr.V.Balasubramaniam. The department of mechanical engineering headed by Dr.N.Gunasekaran(HoD/Mechanical) has taken a step forward in implementing this process to all levels in the institution. 5S (a Japanese, concept), is a system and way of organizing and managing workplaces to improve efficiency by eliminating waste, improving flow and reducing unnecessary process. 5S is not just a methodology, it is a culture that has to be built in to any organization which aims for spontaneous and continuous improvement of working environment and working conditions. It involves everyone in the organization from the top level to bottom. 5S systems are common in manufacturing, warehouses, offices and hospitals but 5S principles can be applied to any workplace. The best part of 5S is that it can be adopted by everyone in the institution. 5s is a set of practice that needs to be practiced every day until it becomes habit for every individual in the institute whether it is top level people (Chairpersons, Principal, HoDs, Academicians) or lower level workers (sweepers, maintenance workers) or even the students should practice 5S.

5S – An efficient workplace Management

1S - Seiri or Sort – Separating necessary items and unnecessary items in the work place and placing unnecessary items in the red tag area.

2S - Seiton or Set in Order – Seiton is putting the necessary items in their place and providing easy access. A **PEEP** (Place for everything and Everything in its Place) concept.

3S – Seiso (Shine) - Seiso involves cleaning everything, keeping it clean daily, and using cleaning to inspect the workplace and equipment for defects.

4S- Seiketsu (Standardize) - Seiketsu involves creating visual controls and guidelines for keeping the workplace organized, orderly and clean

5S – Shitsuke (Sustain) – Shitsuke involves training and discipline to ensure that everyone follows the 5S standards. This is a condition where all members practice the first 4S's spontaneously and willingly as a way of life.

By effectively implementing 5S practice in the institution, the following benefits shall be achieved

- Better utilization of resources
- Maintaining a neat and hygienic environment
- Organized and disciplined way of work
- Making the communication very easy
- Making the workplace easy accessible