

5S for Offices

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5S is a systematic approach for improvement of quality and safety by organizing a workplace. It is a methodology which advocates;

- What should be kept
- Where should be kept
- How should be kept

5S is a Japanese concept of housekeeping having reference to five Japanese words starting with letter 'S'. Figure S.1 illustrates these words with their English equivalent words and for what these words stand for?

Japanese	English Equivalent	Stands For
Seiri	Sort	<ul style="list-style-type: none">• Keeping only essential items• Sort out necessary from unnecessary and discard the unnecessary
Seiton	Set in Order/Simplify	<ul style="list-style-type: none">• Keep items in a systematic/orderly manner to make easy traceability
Seiso	Shine/Sweep	<ul style="list-style-type: none">• Maintain cleanliness by arranging things in dirt free and tidy status making things always ready to use
Seiketsu	Standardize	<ul style="list-style-type: none">• Keep work area organized for operating in a consistent and standardized fashion
Shitsuke	Sustain	<ul style="list-style-type: none">• Maintain what has been accomplished

Figure S.1
5S Concept

5S program helps;

- Identify and eliminate waste in the work place
- Organize the work place
- Increase space for storage

- Reduce time to search documents, office equipment, and stationary
- Improve activity timing
- Increase space for storage
- Improve safety

Figure S.2 is an example to develop and implement 5S program for offices.

Sr. No.	5S	Related Action
1	Sort	<ul style="list-style-type: none"> • Identify a place where the deployment can be done • Define the purpose of workplace • Allocate area for each project documents • Detail needs and wants analysis by listing items that are needed regularly and items that are needed once every few months or after longer duration • Sort out items as follows: <ol style="list-style-type: none"> 1. Items needed regularly 2. Items needed but not regularly 3. Items needed but not in such large quantities 4. Items wanted but not needed 5. Items for disposal
2	Set in Order	<ul style="list-style-type: none"> • Keep/arrange items in such a way that their maneuvering/movement shall be easy and facilitate efficient working • Make proper layout of the work place • Identify and detail what is to be kept where and how space can be utilized. • Assign areas for different type documents • Identify and arrange items for easy access • Do not show secured areas in the layout • Identify the areas that can be used to store items • Store and arrange items logically • Develop retention period • Mark/tag all the files and documents • Allocate suitable color to files for separation • Place files in the cabinets
3	Sweeping	<ul style="list-style-type: none"> • Clean workplace on daily basis by removing dirt and dust • Inspect files and documents on regular basis for; <ol style="list-style-type: none"> 1. Missing pages 2. Files and documents nearing their

		<p>expiration</p> <p>3. Files or documents whose retention period is over</p> <p>4. Update inventory for consumable items</p>
4	Standardize	<ul style="list-style-type: none"> • Standardize and allocate separate areas to be used by different departments/sections • Standardize time for document retention • Standardize filing system • Standardize disposal procedure
5	Sustain	<ul style="list-style-type: none"> • Train everyone in 5S • Follow the system repeatedly communicating the purpose and benefit of workplace organization

Figure S.2
5S for Offices

Implementing 5S across the organization will:

- Change the mindset of employees and facilitate continuous improvement
- Improve the efficiency of employees and make them more productive
- Eliminate time spent on non-value-added work affecting individual and workplace efficiency
- Create a robust foundation for future work in the quality arena

Implementing 5S program will need office management to influence their team members and employees to adapt the change process.