

8S' : AN EXTENSION IN BASIC & CONVENTIONAL 5S' SYSTEM

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Abstract - Any industry or organisation is successful in its working if there is a system & that System is successful in its implementation if it is Simple i.e. Simple to Form, Simple to Understand & finally, Simple to Implement/ Execute or Simple to follow. This 8S' is actually an extension in basic & conventional 5S' system which is a Japanese system for overall organizational standardization & well maintenance of premises. I have extended this basic 5S' system by incorporating Safety, Spirit (Team-Spirit/ Team Work) & finally, Simplicity of the system for overall success of the system. As a system is useless if Safety is not incorporated in it. Also, a good system is maintained & sustained only by team-spirit. Last, a simpler system is more easy to understand, make understand to others & much easier in its execution in practical at shop-floor regardless of industry type & size.

Keywords— *5S' & 8S', 5S, 8S, Extension in 5S', 1S'- Seiri; 2S'- Seiton' 3S'-Seiso; 4S'-Sekitesu; 5S'-Shitsuke; 6S'-Safety; 7S'-Spirit; 8S'-Simplicity.*

I INTRODUCTION

8S' - It is an extension or advancement in basic 5S'' system which is a methodology for organizing workspace such as a production floor. It is a methodology for managing a work place or workflow with the intention of improving efficiency, eliminating waste, and increasing process consistency. It derives its name from the use of five Japanese words beginning with the letter S.

These words are:

1S - "Seiri" meaning Sort,

2S - "Seiton" meaning Set in Order/ Setting,

3S - "Seiso" which implies Shining/ Sweeping or Cleanliness,

4S - "Seiketsu" which means Standardize, and

5S' - "Shitsuke" which implies Sustaining/ Self-Discipline.

Extended form from Basic Conventional 5S'' to advanced 8S':

6S – “Safety” without safety 5S'' is useless/ waste. : If safety is not incorporated in 5S'' then it is useless. No use of earlier discussed 5S'.

7S – “Spirit” An individual can never do 5S''. Spirit/ Team-work is most needed. It Is very important ‘S’ of 8S’ as without spirit or team-work, proper 5S'' or 8S’ couldn’t be maintained or even executed.

8S – “Simplicity” For an efficient working, System is must and for System success it MUST be simple. More simple will be system, easier will be execution & implementation. And simpler system is easy to form, easy to understand, easy to execute, easy to implement. i.e.

SIMPLE TO FORM,

SIMPLE TO UNDERSTAND &

SIMPLE TO EXECUTE

Table 1.1 Explanation of all 8S’ (5S’ alongwith extended S’)

EXPLANATION OF ALL 8S'		
1	SEIRI	Sorting Out Necessary & Un-necessary items
2	SEITON	Set-in-order which are left necessary
3	SEISO	Sweep/ Shine with inspection, Cleaning
4	SEIKITSU	Standardize, Systematize
5	SHITSUKE	Sustain by Self-Discipline
6	SAFETY	Safe environment & surroundings
7	SPIRIT	Spirit or Team Spirit/ Team Work
8	SIMPLICITY	Simplicity in every system.

Hence, a simple system is more beneficial & fruitful rather a complicated or typical system. The more simple is the system more will be easy to implement & hence, more chances of system success.

II PURPOSE

The purpose of this practical experimental study is to make basis of all systems i.e. 5S'' in a simpler way. It aimed to apply the philosophy of 5S'' in an extended form i.e. 8S' to organize, clean and manage the shop-floor and thus improving overall efficiency like

- Increased productivity,
- Improved Quality
- Reduction in Cost
- Timely delivery
- Enhanced safety
- Team-Work i.e. Employee involvement
- Simplest Way to work
- High Morale of the Employees

III PROBLEM FORMULATION

During study at industry & practical experimentation, it was observed that all people know only about basic 5S' & that too, upto some extent. Whole team doesn't have thorough knowledge about the system.

On other side, in MNCs where trainings are conducted regularly & staff including shop-floor manpower (operators/ workers) are as per required skill matrix, are able to understand basic system. but in any small or medium scale industries which are more in numbers (being supporting vendors/ suppliers to the OEMs (Original Equipment Manufacturer) or MNCs (Multi-National Companies) do have semi-skilled or un-skilled manpower, resulting in improper understanding.

So, it is necessary to be a system but before that, it is compulsory that It must be formed in a simple way so that it is easy to understand, easy to make understand others & hence, easy to implement & execute.

It is always difficult to work without system & always tough for a system to be succeed. If system is sophisticated, it won't be executed properly, which would result in system failure.

In sum-up, it can be told that a complex system leads to system failure or system by-pass where on other hand, a simpler & easier system is always preferred by everyone and hence, is more popular & more fruitful and beneficial.

So, this phenomenon leads to birth of newly proposed 8th S'. It is an addition in basic & conventional 5S' Japanese system of overall improvement in any type of organization/ industry. As all basic 5S' were proved to be a basic system and base for all systems. So, there was demand of such a system which could eliminate the deficiencies of basic & conventional 5S' system & resulting in eve of new improvement system naming 8S'.

Thus, 8S' is basically and actually an extension in basic 5S' system for overall improvement in any industry or organization.

Various factors are affected & benefited from this system such as:

- Production,
- Quality,
- Cost,
- Safety,
- Delivery & Morale

And these are the only quantifiers in all types of industries, in spite of product type, size, shape, and category.

IV Methodology

Dividing the zones and Formation of 8S' Committee:

As per 7th S' this system could not be implemented without team work. An individual could not do all the tasks solely. Rather a team is required for such a great methodology to be executed actually & practically on shop-floor in an organization.

So, it was first & foremost task to make the people aware about this system/ concept. Its advantages, in every aspect from production point of view, quality, cost reduction, enhanced safety, high morale, employee involvement, motivation, team-work etc. all the quantifiers were made aware to all employees thoroughly.

For this, training sessions were conducted. Then after imparting the trainings successfully teams were built-up according to different work areas or simply called zones.

A leader was decided for particular zone called zonal leader & supporting team was there to assist him & to carry on this project of 8S' implementation.

V CONCLUSION & FUTURE SCOPE

The future scope of this research work may be associated with newly discovered & proposed concept of 8S' which is actually an extension in basic & traditional 5S' Japanese system. In this conceptual research work, I have extended these all 5S' upto 8S' by taking upto additional 3S'. Actually, I chose this research work because of some shortcomings in conventional 5S' system. As basic 5S' system does not include safety in it, though safety is an integral part of it. Also, safety is kept in mind & work is done on safety. But specifically it was not taken. So, 6th S' is for Safety. It will be very helpful in coming time in every type of industry especially where employee safety is major concern.

Likewise, 7th S' which stands for Spirit i.e. team Spirit or team-work. Though, by practicing 5S' in industries we have to know that this system or methodology is not an individual task rather team-work. Only then, it could be thought over even & hence, implemented. Without a team & team-work, it could never be imagined. So, 7th S' is for team Spirit.

Finally, 8th S' stands for Simplicity. As we all know, for smooth & efficient working, there should be a system. And for system success, it should be simplest. More simple is the system, easier will be its formation, execution & to make understand to all members and employees of an organization. So, this is the basic & foremost step in any system as the successful execution of any system depends upon its simplicity means if it is easy to make understand to all employees of the organization. And once, system requirement, its formation, its motto/ purpose is thoroughly understood by employees, then there will be a great contribution from their end for system sustenance.

So, this research work is very much useful & beneficial if it is used. As it will take every quantifier in positive result oriented direction. Such as,

Production	- Productivity will be increased,
Quality	- Quality will be improved
Cost	- Cost reduction/ cutting
Delivery	- Delivery on-time
Safety	- Safety will be enhanced
Morale	- Morale will be high of the employees

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