

**INFORMATION TO ALL THE MEMBER ORGANIZATION FOR
5-S CERTIFICATION JOINTLY BY QCFI AND JUSE**

5-S is the basic need of the organizations and gate way for implementation of different Quality Concepts. Many of the organizations are implementing 5-S or in the process of implementation. The secret of the success of the implementation of 5-S is through Total employee involvement including contract workers and associates.

Quality Circle forum of India is a non-profit organization associated with 14 countries as CCM members headed by JUSE Japan. Union of Japanese Scientists and Engineers (JUSE) is well known for providing world famous “Deming Award”.

With our system of 5-S implementation and audit system, which is original idea of QCFI and very effective for Total employee involvement and also including the 5-S home, shops, worship places, township, village etc., **JUSE has agreed to provide 5-S Certification jointly with QCFI since Dec’16.** JUSE has also mentioned that this will be a step forward for the organizations who are going for “Deming award”. **QCFI** is the only forum who have got this opportunity and many other organizations are 5-S certified by JUSE jointly with QCFI. Following systems are being followed for this certification.

1. Unit should be the permanent member of QCFI.
2. We are having trained trainers in most of the chapters. Unit can approach their respective chapter or to HQ for 5-S Implementation and/or certification.
3. Training may be given by any faculty may it be QCFI faculty or anyone but they have to follow the system of 5-S as mentioned in QCFI 5-S practical guide book.
4. Once QCFI approved faculty feels that implementation of 5-S done successfully, they will ask the unit to go for pre- certification audit.
5. In case, training and guidance were done by other than QCFI approved faculty, a gap audit will be done. Number of days of audit will depend upon the size of the unit.
6. If unit is at the level of 70% and above, this may be treated as pre certification audit other gaps will be informed to the unit. Once that is done, pre- certification audit will be done by QCFI.

7. In case, unit get 70% or more, they will be declaring as “5-S certified unit by QCFI”. If unit 75%+ score in final certification audit then unit will be recommended for Joint certification audit with JUSE. They will be guided as how to apply for joint certificate with JUSE. Once JUSE committee will be satisfied with the implementation of 5-S implementation system, certificate will be sent by the JUSE signed by MD JUSE to QCFI HQ and after the signature of the ED QCFI, this will be sent to the concern unit.
8. Certificate will be valid for three year subject to successful six-monthly surveillances audit. After three years, re certification will be done.
9. For gap analysis, pre certification audit, certification audit, surveillances audit and re certification audit, only QCFI HQ will depute the appropriate faculty.
10. The process of approving faculties and auditors is given in the annexure so that Chapters can develop their own faculties and auditors with the help of HQ.
11. HQ will ensure that the faculty who does 5S training in the organization will not be deputed as an auditor for that organization.
12. HQ will try to optimize the transportation and logistic cost while deputing auditors.
13. HQ will try to ensure that there will not be any “Hello effect” while deputing the auditor.
14. HQ will ensure the uniformity of standards while auditing by approved auditors.
15. **Name of our approved faculties, auditors and lead auditors will be updated on QCFI Website, so that no one can cheat to the unit. For successful training and guidance, you must ensure that trained faculties are coming to your unit.**

Let's join hand in implementation of 5-S all over to make the mission of our “Swachh Bharat Abhiyan”

(S. J. Kalokhe)

President QCFI