

# Souvenir



# 9<sup>TH</sup>

# NATIONAL CONCLAVE ON 5S

by QCFI-HQ in association with  
QCFI Ahmedabad Chapter  
and SAL Education.

**Theme : 5S-Catalyst to achieve  
Growth, Happiness and Sustenance**

**Saturday 24th June 2023**

**Venue**

**SAL**  
EDUCATION

**SAL Education Campus**  
Opp. Science City, Sola Road,  
Ahmedabad, Gujarat - 380060



# Far or Near, Stunningly Clear



## TITAN

## ULTIMA

The Most Progressive,  
Progressive Lens

# 9<sup>th</sup> NATIONAL CONCLAVE ON 5S

24th June 2023

## SOUVENIR

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Growth, Happiness and Sustenance**

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## Editorial Board



Shri. D. K. SRIVASTAVA



Shri. RITURAZ MEHTA



Shri. R. SRINIVASAN



Shri. KAUSHIK PUROHIT



Shri. K. MANOJ KUMAR REDDY

## IN GRATITUDE

Greetings to QCFI Fraternity!

The Editorial Board thanks the entire QC fraternity and those associated for their coordinated efforts, cooperation and involvement in making the 9th National Conclave on 5S happen at SAL Campus Ahmedabad. We express sincere acknowledgment to the management of SAL Education for their total support. Our gratitude to the dignitaries who have sent goodwill messages which encourage the organisers and the participants in their

The souvenir lists out the events of 5S Conclave and the Committees associated with, for the conduct of the event.

The Editorial Board records its high appreciation and expresses grateful thanks to the authors for their wonderful contribution through thought provoking practical articles which we would appeal to 5S practitioners to go through and benefit.

5S Core Committee members deserve our great appreciation for their efforts.

The Editorial Board do recognise that events like this, cannot be managed without the support of the sponsors, advertisers to whom we express our heartfelt gratitude.

Hats off to the organisations who have deputed their delegates / teams for presentation. We commend their commitment in the service for propagation and spread of 5S across the Nation. Our Special thanks to the JURY members & Student Volunteers.

Mr. Sara Srinivas of M/s Dhanalakshmi Graphics deserves our warm appreciation for bringing out this colorful edition.

### Program Schedule- June 24th, 2023

8:00 to 9:00 hrs - Registration and tea
9:00 to 13:00 hrs - Presentations in Parallel Sessions
13:00 to 14:00 hrs - Lunch Break
14:00 to 15:30 hrs - Presentations in Parallel Sessions
15:30 to 15:45 hrs - Tea Break
15:45 to 18:00 hrs - 5S Conclave Award Function



## ABOUT THE THEME:

**Theme : "5S - Catalyst to achieve Growth, Happiness and Sustenance."**

**"5S - Catalyst to achieve Growth, Happiness and Sustenance."**

QCFI Is delighted to host 9<sup>th</sup> National Conclave on a very popular concept 5S (Workplace Management) at Ahmedabad on 24<sup>th</sup> June 2023. The theme is very appropriate as many organisations have embraced this concept by implementing and practising thereby experienced phenomenal success in various spectrum of activities. 5S has played a pivotal role in creating ownership mindset which enabled everyone to contribute their mite for organisational growth by adding value in their input to get excellent output in terms of product quality, cost safety and delivery. The employees enjoy their work in view of excellent ambience created by 5S practices which enhances happiness that they are able to accomplish what they have planned with safe environment.

This also kindles creativity in the human mind which is indeed a welcome step for sustaining the growth and ready to go an extra mile for achieving excellence in performance with happiness.

## 5S National Conclaves (Down the Memory Lane)

Sl. No	Venue / Place	Date	Theme
1	Hyatt Regency Hotel (Chennai)	14 Sept. 2013	5S for Operational Excellence
2.	Poppys Hotel (Madurai)	22-23 Nov. 2014	5S for Execution Excellence
3.	Hotel Clarks (Varanasi)	8 Nov. 2015	5S Concept for Sustainable Cleanliness and Neatness Dedicated to Swachh Bharat Abhiyan
4.	Reliance Energy Management Institute ( Mumbai)	26 Nov 2016	Workplace Management-A Step towards world class excellence
5.	Bannari Amman Institute of Technology, Satyamangalam ( Coimbatore)	9-10 Feb. 2018	Enhance Global Competition through 5S
6.	Auro University, Ichhapur Road ( Surat)	21-22 May 2019	5S for Cultural Transformation at Home, Workplace and New India
7.	QCFI HQ (Virtual)	10 May 2021	5S A Great Quality Mantra for Performance Excellence
8.	Agnel Institute of Technology and Design (AITD) (Goa)	25 June 2022	5S A Continual Journey for Business Excellence
9.	SAL Education Campus Opp. Science City, Sola Road, Ahmedabad, Gujarat - 380060	24 June 2023	5S-Catalyst to achieve Growth, Happiness and Sustenance

## 9th NATIONAL CONCLAVE ON 5 S

### ADVISORY COMMITTEE

1.	Mr. Avinash Mishra	- President, QCFI
2.	Mr. S J Kalokhe	- President Emeritus, QCFI
3.	Mr. D K Srivastava	- Executive Director, QCFI
4.	Mr. K B Bharati	- Vice President, QCFI
5.	Dr. Pradeep Srivastava	- Vice President, QCFI
6.	Mr. B Srinivas	- Hon. Treasurer, QCFI
7.	Mr. Jayadeb Nanda	- COO (O&M), Adani Power Ltd.,
8.	Dr. Rupesh P Vasani	- Director, SAL Education

### CO-ORDINATION COMMITTEE

1.	Mr. G P Singh	- Director, QCFI
2.	Mr. V K B Das	- Addl. Director (T&D), QCFI
3.	Mr. Kaushik Purohit	- QCFI, Ahmedabad Chapter
4.	Mr. Rajesh Jain	- QCFI, Ahmedabad Chapter
5.	Mr. Kumar Abhishek	- QCFI, Ahmedabad Chapter
6.	Mr. Anal Shah	- QCFI, Ahmedabad Chapter
7.	Mr. Hardik Trivedi	- SAL Education

### WORKING COMMITTEE

1.	Mr. Kaushik Purohit	- QCFI, Ahmedabad Chapter
2.	Mr. Yogesh Patel	- QCFI, Ahmedabad Chapter
3.	Mr. P S Ravi Kumar	- GM (F&A), QCFI
4.	Mr. Manoj Kumar Reddy	- Manager (IT), QCFI

5. Ms. C Ranjini	- Asst. Director (T&D), QCFI
6. Mr. R Srinivasan	- Sr. Faculty, QCFI
7. Mr. K S V S Madhava Rao	- Sr. Faculty, QCFI
8. Mr. Kishan Naik	- Executive, QCFI
9. Ms. S Sailaja	- Sr. Executive - EDP, QCFI
10. Mr. K Sunder	- Sr. Executive - (A&A), QCFI
11. Mr. A Satyanarayana	- Sr. Executive (F&A), QCFI
12. Ms. N Madhulatha	- Executive - (A&A), QCFI
13. Mr. Shailendra Kumar	- Sr. Faculty, QCFI
14. Mr. Ravi Srivastava	- Sr. Faculty, QCFI
15. Mr. G Hanumantha Rao	- Incharge (S&D), QCFI

## 5S Core Committee



**Mr. K. B. Bharati**



**Mr. G. P. Singh**



**Mr. P. Vellingiri**



**Mr. M. Sankarasubramanian**



**Mr. Rituraz Mehta**



**Mr. V.K.B. Das**



## About Quality Circle Forum of India (QCFI)

QCFI was formed in March 1982 by like-minded people from Industry, Indian Statistical Institute & Local State Government and Registered as a Non-profit body Under Societies Act 1350F of A.P. in December 1982 at Hyderabad.

QCFI's Headquarters is in Hyderabad.

In India, the Quality Circle movement was pioneered by the prestigious Public Sector Industry, Bharat Heavy Electricals Limited in January 1981 at its Ramachandrapuram Plant, Hyderabad, and JK Jute Mills, Kanpur in the private sector.

QCFI has 30 Chapters, 4 Sub-Chapters & 1 Center spread all over the country.

An Executive Board with elected Directors from the members manages the affairs of QCFI. President elected by the Executive Board is the Head and Board also elects two Vice-Presidents and one Honorary Treasurer. Regular administration is with the Executive Director and he carries out the activities as per the Forum's policy and decisions taken by the Board from time to time.

President	- Sri. Avinash Mishra
President Emeritus	- Sri. S J Kalokhe
Advisor	- Prof. A K Mittal
Executive Director	- Sri D K Srivastava
Treasurer	- Sri B Srinivas

Each Chapter has a governing council that functions in line with QCFI policies and procedures. A Chairman, Vice-Chairman, Secretary and Treasurer are elected among its GC members.

QCFI is engaged not only in spearheading Quality Circles in the Member Organisations but also in Quality Team Concepts like 5-S, Kaizen, Simplified TPM, SMED, Lean Manufacturing, Six Sigma, Lean QC and Lean Safety Circle etc., all under the umbrella of Total Quality Management (TQM). QCFI extends service to education, health, the rural sector, etc., for propagating Quality Concepts. QCFI conducts certification audits for 5S and WCM.

QCFI brings out various publications on Quality Concepts from time to time for dissemination of knowledge to its practitioners. Also bi-monthly Journal 'Quality Circle India' is published and circulated to member institutions. This is also sent as E-Magazine. Similarly, chapters also send their Newsletter and E-Magazine to the members.

### QCFI Membership Status

1.	Institutional Members	1732
2.	Life individual Members	8661

QCFI has a dedicated group of senior experts to advise, and a younger group of people to execute the plans.

QCFI is spreading its wings to Non-Member Organisations by giving free awareness program so that they can appreciate the usefulness of the concepts in their units. Thrust is now given for propagation, training & skill development thru' Quality Concepts with MSME Industries in India. WCM program is initiated in Parle Group of Industries and Karakuri Kaizen with the

association of Coimbatore Chapter and PSG College of Technology. Faculty and JURY development program are conducted online through video recorded modules on various Quality Concepts.

The Chapters are governed by the elected chairman, Vice chairman, secretary and elected members of the governing council members.

Chapter Conventions on Quality Concepts are conducted annually by the Chapters.

National Conventions by HQs - Annual Feature - 36 National Conventions were organised so far.

QCFI represents India in 14 Nation International Committee organizing International conventions annually by rotation.

4 ICQCCs were also hosted by QCFI India. The last one was conducted at HICC- Hitech City, Hyderabad in Nov. 2021.

QCFI also conducts annual National Conclaves on various topics.

QCFI has recently embarked upon the following thrust areas for TQM promotion across the country

- Developed a central pool of subject matters, imparts to cater to pan India, TQM solutions for WCM, TPM, HR, SAFETY, and EHS for all sectors.
- Launched a few fast-track holistic business solutions to reduce project cycle time by 1-3 months
  - i) Agile Business Performance improvement designs of
    - a. Agile Yellow Belt
    - b. Agile Green Belt
    - c. Agile Black Belt
  - ii) Agile RCM (Reliability Centred Maintenance) Solutions
  - iii) Agile Behavior Safety, Stress Management Interventions
  - iv) Cross-functional, Cross-level Dynamic small group (DSG) for faster better cheaper solutions

Any other tailor made QC concepts for client organisation as per their requirement.



# Quality Circle Forum of India

Driving India Towards Full Potential



35

Chapters / Sub Chapters / Centers

10000+

Individual / Institutional Members

600+

Faculty

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Mr. V K B Das, Mob : 93923 86443 | Mr. P. S. Ravi Kumar, Mob. 93916 47969 | Mr. Sunil Shrivastava, Mob. 7894400702 | Mr. Y. Manoj Reddy, Mob. 99896 97930



## MESSAGE BY SRI AVINASH MISHRA



It's a great honor and privilege for QCFI to organize the 9th National Conclave on 5S in association with Ahmedabad Chapter & SAL education on 24th June 2023 in Ahmedabad. QCFI has been propagating 5S (Workplace Management) as one of the most important basic concepts for continual journey towards an organizational excellence. Basically, 5S is designed to decrease waste while optimizing productivity through maintaining an orderly workplace, improving workplace morale, safety and using visual cues to attain more consistent operational results.

I take this opportunity to welcome all the delegates and teams for participating in this national conclave.

The theme for this conclave is Growth, Happiness and Sustenance which is very apt and everyone would like to accomplish it for greater success in personal and professional life.

I understand that large number of participants and organizations would be participating in this conclave and fulfill their aspirations.

I am sure that this conclave would be able to achieve its objectives and participants will certainly acquire enough knowledge, learn pragmatic ways of implementing 5S at their workplace. Also, shall provide an opportunity in sharing the experiences among delegates and industry experts and usher better working culture for making skill/Clean India.

I wish all the best to participants and professionals involved to have a purposeful time and energy during conclave.

### **Avinash Mishra**

National President  
Quality Circle Forum of India



## MESSAGE BY SRI ANIL SARDANA



Dear Friends,

It's a matter of great pride for me to share my message with the participants on this occasion of 9th National Conclave on '5S' organized at Ahmedabad by QCFL.

Since 1982, QCFL, a non-profit organization by way of its dedicated pursuits and outreach, is known to be a pioneer in the field of quality concepts in India.

Despite last few challenging years, I have not seen any slow-down from QCFL in organizing such events and that shows its commitment towards nation building by way of promoting quality initiatives across the nation.

National & International events like 5S Conclave, NCQC, ICQCC and other chapter events, provide a significant platform to the industry professionals to interact with various domain experts, in exchanging new concepts and evolving best practices. Learning from such events facilitate one to uplift their own standards of compliance and benchmarks.

This year theme of 9th national conclave "5S-Catalyst to achieve Growth, Happiness and Sustenance" is aligned with its core principle, 'Continuous Improvement' which is one of the foundational elements towards achieving 'Business Excellence'. '5-S' is also one of the most important enablers of 'Lean Management' & 'TPM' (Total Productive Maintenance). It is a gateway to achieve TQM (Total Quality Management).

Being a Adani Group Services Head for Business Excellence, I wholeheartedly promote the initiative and I am happy to share that '5S' is fast becoming DNA at Adani. Post institutionalization of this initiative as 'Adani Workplace Management Academy' and evolving our own standard of 'Adani Workplace Management System (AWMS)' our business units are very much aligned with '5S' practices as promoted by QCFL. As a part of continuous journey and sustenance, this year we are focusing on technology interventions and digitalization related 'AWMS' to reduce the paperwork on one side and on other end to enable reliable retrieval of key data.

If I look at performance parameters of workplace management system, year on year I have seen our bars going up in terms of reclaiming space, and improving equipment reliability, employee morale, organizational hygiene & above all safety standards. Beauty of this initiative is that benefits are visible on the ground too. I request each one of you to practice '5S' and keep doing continual improvements in all aspects of life.

I also take this opportunity in congratulating team of QCFL-Ahmedabad Chapter, QCFL HQ led by Executive Director-Sh. DK Srivastava, President-QCFL Sh. Avinash Mishra, judges, all senior dignitaries of QCFL for hosting this event. I am sure this will abet towards the objectives and assist the community for enhanced quality of holistic living.

My best wishes for this event.

Thank you.

**Anil Sardana**

MD – ADANI TRANSMISSION LIMITED

MD – ADANI POWER LIMITED

## MESSAGE BY SRI SATISH KALOKHE



I am happy to know that QCFI Ahmedabad Chapter and QCFI Head Quarter are organizing 9th National Conclave on 5 S on Saturday 24th June 2023 at SAL Education Campus Ahmedabad. National Conclaves have been an added attraction for QCFI fraternity in addition to National Convention.

The key for better performance of any organization is having a strong foundation of 5 S activities because 5 S activity ensures better quality, better productivity, and better cost reduction. A very strong correlation has been observed between the performance of the organization and 5 S activity of the organization. QCFI is working very hard for propagation and training and implementation of 5 S activities in various types of Organizations. Thanks to Mr. D.K. Srivastava for his passion and hard work for spreading this powerful concept all over India. QCFI-JUSE joint certification is becoming more popular among all types of organizations and many organizations are coming forward to get this certification. QCFI has announced a mission of one lakh homes for 5S certification. QCFI will do it free of cost. I appeal all the participants of this conclave to participate in this mission and make your sweet home as a 5S certified home.

Participants will get inputs in this conclave to become future ready. Many stalwarts from various organizations will share their experiences in this conclave which will help participants to understand what activities are needed to sustain 5 S activity and how to get better results of this activity at organization level as well as at personal level.

In today's competitive world, "team work is essential. Organization having better 5 S activity exhibits better team work resulting in better performance. QCFI has an important task of continuously developing team work of all the employees of the organization through Quality Concepts like 5S, Quality Circle, TPM etc. Integration of all these quality concepts will be discussed in this conclave which will benefit all the participants.

Work -Life balance is a top priority for today's employees. An employee implementing 5 S activity in the organization and at his home will help him to have Work-Life balance. Our 5 S certification auditors have experienced the better Work-Life balance of employees who have 5 S certified homes.

This conclave gives all of you a golden opportunity to discuss and debate all these crucial issues. QCFI always gives lot of knowledge to the employees of the organizations through training programs, workshops, conventions, and such conclaves. QCFI wants to become a preferred partner of all types of organizations to help in their value adding work. This conclave will help participants and QCFI family members to come closure and make the bond stronger to implement 5 S activity everywhere.

QCFI Ahmedabad Chapter team members and H.Q. team members have worked very hard to make this conclave a grand success. All other chapter's teams also have given good support for the success of this conclave. I thank all of them for their passion and commitment.

I wish all the participants for their learning through this conclave. Learn new things, make new friends, and enjoy your stay in Ahmedabad.

**Satish Kalokhe**  
President (Emeritus) QCFI



## MESSAGE BY SRI D.K. SRIVASTAVA

Dear Participants & Practitioners of '5S

Namaskar!

It is a great pleasure to greet and welcome you all for the 9th National Conclave on 5S. This is organised by HQ with the collaboration of Ahmedabad Chapter & SAL Education.

At the outset, I am thankful to the Management of SAL Education for giving the wonderful facilities for holding the conclave. Thanks to all out efforts by Ahmedabad Chapter for taking the lead and making the facilities. Kudos to Ahmedabad Chapter!

As all of you appreciate, 5S movement has spread across many organisations and institutions through active involvement and propagation by all chapters along with HQ. Personally it has been my passion to drive '5S' culture throughout India as it brings transformation in work culture & home culture & societal change. Yes! The drive we made for Home '5S' has shown phenomenal progress as many employees have implemented '5S' in their homes and deriving happiness aligning with our theme of the convention "Catalyst To Build Growth Happiness & Sustenance".

QCFI appreciates JUSE for their support and guidance in our 5S mission and Joint Certification programme.

This Conclave is expected to attract around 150 teams for presentation on '5S' implementation and related kaizens as well as Home '5S' with spots of beauty with creative art.

I am confident that the participants will enjoy the ambience of SAL Institute, hospitality of Ahmedabad Chapter and take away mutual learning as benefits from the conclave.

Best Regards,

**D.K. SRIVASTAVA**



All improvement happens project by project and in no other way.

— Joseph M. Juran —

## MESSAGE BY SRI SUDHIR PRASAD



Dear Friends,

It is a matter of immense pleasure for us to be a part of this 9<sup>th</sup> National Conclave on 5S Workplace Management System being organized by QCFI based on the Theme - Catalyst to achieve Growth, Happiness, and Sustenance. The pleasure is slightly more, as it is being organised in our city of operation - Ahmedabad.

In India, Quality Circle Forum of India (QCFI) has been promoting quality concepts and improvement i.e., Kaizen culture, through 'Quality Circle' since last 35+ years. Many industries in India have directly or indirectly adopted this concept and achieved substantial growth through continual improvement in their operations.

QCFI and 5S have become an equation for the organisations. I personally see, 5S movement by QCFI as a nation building activity. It has not remained to the industries and offices, but has reached to homes, schools, places of worship and many such places.

Today we are witnessing, 9<sup>th</sup> National Conclave, which is providing a platform for the participants to interact with subject matter experts, share their success stories, case studies, creative ideas, individual Kaizens and many more. It's a forum for the participants to learn, adopt and take it back to their workplaces and homes for further improvement.

Reflecting this movement at Torrent Power Ltd, we have initiated a journey of implementing 5S workplace management system at our Warehouses and Meter Management Facilities last year at our Ahmedabad and Surat locations. This has created a strong base for our mission of creating excellence at workplaces. QCFI has ably guided us in this journey. Our tagline of 5S - मेरा कार्यस्थल है मेरी शान | हरदम उसका रखूँगा ध्यान | aptly represents the pride, ownership, and engagement of employees at their workplace. We have witnessed a in growth in many performance parameters, enhanced safety and could develop a culture of excellence at workplaces after implementation of 5S at Warehouses and Meter Management Facilities. Going forward, we are extending this 5S movement across all our offices, substations, and customer contact centres at Ahmedabad and Surat locations with the support of QCFI.

I take this opportunity in congratulating QCFI team led by President - QCFI Sh. Avinash Mishra, Executive Director - Sh. D K Srivastava, all senior dignitaries, and faculties of QCFI for organizing this event. I am sure this conclave will provide a unique platform for sharing remarkable experiences in following their growth path.

Conveying my best wishes for this event.

Warm Regards,

**Sudhir Prasad,**

Executive Director, Torrent Power Ltd

## MESSAGE BY SRI SRIRAM NARAYANAN



I am very happy to note that QCFL is organizing 5 S Conclave @ Ahmedabad on 24th June 2023. 5S as a best work place practice in our Society ,Region , Company and country supports long term sustainability .Organization with best 5 practice have best Employee retention and Best customer satisfaction .The reason for the same is that better work place environment brings in lot of positive energy in employees which inturn reflects in Good product quality finally resulting in better customer satisfaction . I am very happy to know that Best 5S practices will be shared during the conclave .This will lead to greater horizontal deployment and collaboration among the participants for sharing and learning .As said by our father of Nation “ Cleanliness is next to Godliness ” , In the same way best 5 S practice would lead to long term benefits for all stakeholders

Best regards

| Mit freundlichen Grüßen

Sriram Narayanan

Managing Director | General Management

Endress+Hauser Level+Pressure



In management, the first concern of the company is the happiness of people who are connected with it. If the people do not feel happy and cannot be made happy, that company does not deserve to exist.

— Kaoru Ishikawa —



## MESSAGE BY SRI NITIN S. KINGAONKAR

Dear participants of the Five 'S' Conclave,

With great anticipation and enthusiasm, I extend my warmest greetings to all of you. As we stand on the threshold of this highly anticipated event, I would like to convey my heartfelt appreciation to the organizers for their unwavering commitment to promoting excellence, efficiency, and continuous improvement through the Five 'S' methodology.



This Five S Conclave represents a unique opportunity for us to come together as a collective force, united by our shared vision of creating workplaces and communities that embody the principles of Reorganisation, Neatness, Cleaning, Standardisation and Discipline. This gathering promises to be a catalyst for transformative change, providing us with invaluable insights, inspiring success stories, and practical strategies that can revolutionize the way we work, collaborate, and thrive.

I encourage each and every one of you to approach this conclave with an open mind and a genuine willingness to embrace new ideas. Let us capitalize on the wealth of knowledge that will be shared, engaging in thought-provoking discussions, attending enlightening sessions, and actively participating in workshops and interactive activities. By doing so, we can cultivate an environment that stimulates innovation, fosters creativity, and propels us towards tangible results.

Beyond the intellectual stimulation and professional growth, this conclave also presents a unique opportunity to forge meaningful connections and build networks with like-minded individuals who share our passion for excellence and continuous improvement. Let us seize this chance to engage in conversations, exchange experiences, and collaborate with one another, as the power of collective wisdom and collaboration knows no bounds.

As we delve into the intricacies of Five S, let us remember that the true essence lies not only in the methodologies and tools, but in the spirit of discipline, dedication, and commitment that underpins it. Let us strive for excellence in all that we do, bringing the principles of Five S to life not just within the confines of our organizations, but also in our personal lives and interactions. By doing so, we can create a ripple effect that extends far beyond the boundaries of this conclave and positively impacts our workplaces, communities, and society as a whole.

May this Five 'S' Conclave be a transformative experience for each and every one of us. Let us embrace the knowledge, forge meaningful connections, and leave inspired to embark on a journey of continuous improvement and excellence. Together, we can shape a future that is marked by efficiency, productivity, and sustainable growth.

I extend my best wishes to you all for an enriching, empowering, and truly memorable conclave.

Warm regards,

**Nitin S. Kingaonkar**

Director (West Zone)



जी.एस.हीरा  
**G.S.Hira (IRAS)**  
प्रधान वित्त सलाहकार  
Principal Financial  
Adviser



रेल मंत्रालय  
**MINISTRY OF RAILWAYS**  
रेल डिब्बा कारखाना  
**RAIL COACH FACTORY**  
कपूरथला  
**KAPURTHALA**



It is heartening to note that Quality Circle Forum of India in collaboration with Ahmedabad Chapter & SAL Education is organizing 9<sup>th</sup> National Conclave on 5S on 24<sup>th</sup> June, 2023 at Ahmedabad.

The theme of the Conclave: **"5S- Catalyst to Achieve, Growth, Happiness & Sustenance"** is most apt in today's business scenario.

At RCF Kapurthala, where we implemented 5S way back in 2013 & Re-certified fourth time. We are able to see the continual improvements in every sphere of activity which is boon to us in day to day working. The operators at the workshop in RCF are able to contribute kaizens which improves their work life and performance. It is heartening to note that 5's has worked as catalyst in uniforming efficiency, productivity, quality and stress free working. This has ensured ease of working, fast retrieval of files/documents/old records besides the work area which present a very conducive and happy environment in Accounts office and RCF at large. I also had the opportunity of witnessing our team participation in Goa 5S Conclave as well as in NCQC Aurangabad which was well received by the participants. These events help organization in further uniforming their caliber and help in infusing customer satisfaction, confidence and ensures smooth and efficient deliverance.

No doubt our teams are also got motivated by the recognition at the convention as well as by the Management. Indeed, 5S initiatives boosts employee morale.

I wish the conclave a grand success and wish all the participants a good take away of new learnings and bonhomie in their stay.

जी एस हीरा

(जी.एस.हीरा)

प्रधान वित्त सलाहकार

## 5-S' - a major contributor in improving safety at site

**Ajay Kisan Rao Godse**  
General Manager



"Safety" is a very small word but is having lot of importance in everybody's life. Even a person walking on road thinks what is unsafe for him while walking on road. In the same way every organisation gives a lot of importance to SAFETY as the workers' life can't be returned at any cost and this becomes a permanent loss for that worker and his family and to the organisation. For every individual working in any organisation safety starts from home to office and back safely to home.

5-S is a method for organizing a work area to increase efficiency and productivity while reducing waste. And it's one of the first steps that many companies make while trying to become "lean" and "Safe". One thing which can come to anybody's mind is how 5S improves Safety? To understand this, we must first understand the functioning of 5S.

5S helps to make a company lean, but it also improves safety and health at the company. It makes sense, because a more organized, tidier workplace is going to have fewer hazards. For example, if your housekeeping is better, you'll have fewer tripping hazards. And if you've organized the workplace so tools and machines are placed more appropriately, your workers will have fewer ergonomic risks.

Even though the 5S comes with "built-in" safety benefits, that's not the end of the story. A lot of safety improvements observed with implementation of 5S in organization. We will see a few examples of 5S implementation having improved safety at the workplace in our organisation. KAIZEN is one of the 5S techniques which makes small improvements to enhance housekeeping or utilizing waste to create best from it.

Earlier we were using actual person as injured person (IP) during mock drills. Using waste material and KAIZEN tool mannequin was made in house by one of non-executives which is exactly same as a human which can stand, sit, bend. This mannequin we started using as IP during mock drills and thereby eliminated risk of handling an actual person and also it helped to use waste material generated through process and same used to create this model.







A mannequin made from waste identified through 5S is helping in safety by avoiding actual person as IP during mock drill activity.

One more example of 5S implementation which resulted in improved safety is: Inhouse fabrication of FRP ladder traveler trolley for shifting of FRP ladders. Earlier FRP ladder shifting was done manually which was unsafe as it involved fall hazard but through KAIZEN process of 5S, a special trolley was designed to shift FRP ladder which resulted in good visual appearance and at the same time also improved Safety. By using this trolley the manpower requirement to shift trolley also reduced.





## How 5S Contributed to improve SAFETY at site:

### 1. Improved housekeeping:

Improved housekeeping resulted in no slip/trip hazard. Improved housekeeping removes unwanted items from the site and the entire area looks neat and clean.

### 2. Moral Booster for workers:

Due to implementation of 5S within organisation we observed significant morale booster for workers to do work safely. A confident worker always results in safe and efficient working on site.

### 3. “Place for everything & everything at its place”:

Place for everything & everything at its place resulted in quicker and safer work practices. As retrieval time is reduced due to 5S, contract workers can concentrate more on doing work safely.

### 4. Process Safety Improvement due to 5S:

Due to nomenclature practice of 5S, process safety also improved as faults arising from mal operations eliminated.

### 5. Reduced Stress:

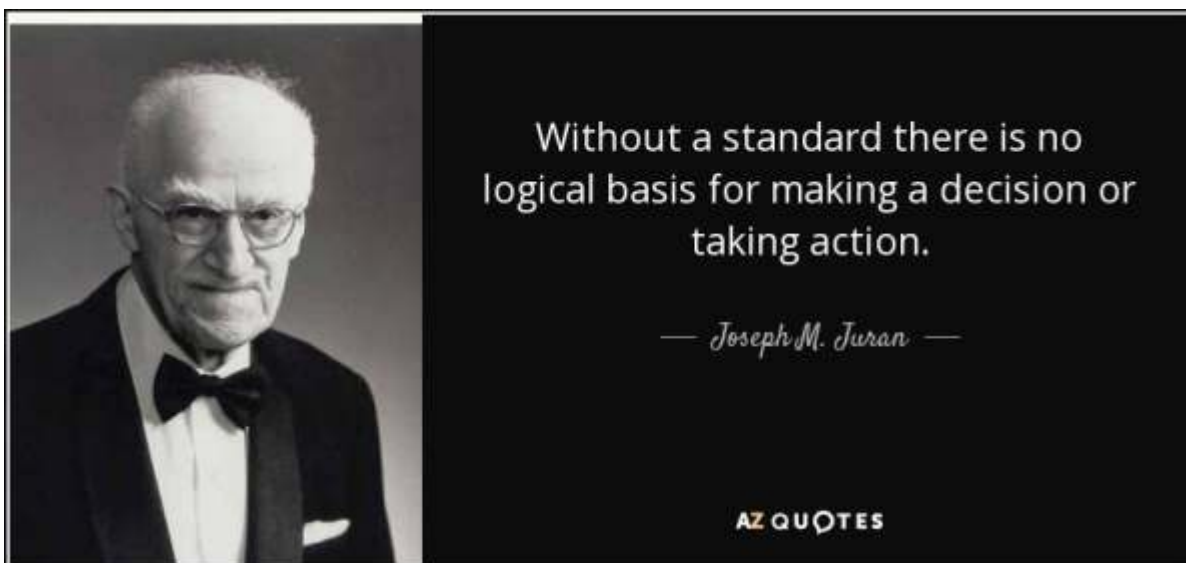
A well-organized and clean environment reduces stress and increases peace of mind. A worker with reduced stress and peace of mind will work in safety.

### 6. Standardization:

Standardizing processes will ensure everything is done the same way every time. This will reduce the risk of accidents, and other issues. Environments that follow standard processes are going to be safer environments.

### 7. Sustain

The longer the 5S methodology is followed, the safer the workplace will be. With this in mind it is clear that a company that has sustained 5S Practices will be much safer to work.



## 5S at Home

### Nitin Vishwas Phadtare

Adani Dahanu Thermal Power Station



Home is where we are born, live, and spend the sweetest time of our life. We all love and enjoy living in our home.

QCFI is recognized as the institution representing the Quality Circle movement in India and has represented the country in several international forums. QCFI is embarking on a very popular mission of Home 5S especially at home to propagate and spread the work culture of home activities and neatness. After attending awareness session on 5S at our ADTPS colony Premises, myself & my family members motivated with this mission & decided to implement 5S at our home.

For implementation of 5S at our home, we all family members including my 9-year-old child sat together and discussed about importance of neatness, cleanliness and orderly home which is the abode of goddess fortune. Identified amongst our possessions, things that can be scrap, extra items, less used (say once in a year) for example, old magazines, outdated books, broken toys, broken vessels, under size clothes, broken furniture etc. that can be conventionally disposed.



Common Area of Home	Responsibility
Living Room (Hall)	Nitin
Kitchen	Harshvardhini
Study Room	Aaradhya
Master bedroom	Nitin
Washroom (Master bedroom)	Nitin
Common Washroom	Harshvardhini
Common Bathroom	Harshvardhini
Balcony	Nitin
Door passage area	Harshvardhini

### Step by step implementation of 5S at home

#### 1S) Reorganisation (Seiri):

The first stage of the 5S methodology i.e. Reorganisation, which was implemented by segregating all household items based on their necessity and frequency of use. This process involved critical analysis and decision-making, with the aim of eliminating clutter and creating a more efficient living space.

Unnecessary items were either discarded or donated, which freed up considerable storage space and reduced distractions. In addition, it facilitated better organization and ease of movement around the house. This simple, yet effective stage in the 5S methodology had a profound impact on the overall efficiency of our household, making the space less chaotic and more inviting.



## 2S) Neatness (Seiton):

The second stage i.e. Neatness, which involved organizing the remaining items in a logical and ergonomic manner to enhance ease of access and improve productivity. We created specific storage areas for particular items based on their frequency of use and functionality. Color-coding and labelling were used to aid easy identification and retrieval, which significantly reduced the time spent on locating items. Implementing this step not only improved the aesthetics of our home but also fostered a more intuitive and efficient way of accomplishing daily tasks.

We decided place for everything and everything in its place (PEEP). Due to space constraints, it is difficult to have exclusive place for everyone belonging independently. Hence sharing of space is the only solution. Conflicts that arise among us were discussed and settled with solution for the same.

Before rearranging, we clean each item in our home. While rearranging we follow some standard practices such as keeping the heavier and occasionally used items at the bottom frequently use items in a handy place. Once rearrangement is done, we decided to use different trash cans such as dry waste, wet waste, plastic waste & E-waste. Our ADTPS colony is more concerned about use of 'single use plastic'. Hence, we decided to separate out single use plastic in well-organized trash bin and later dispose off as per environment guidelines.





### 3S) Cleanliness (Seiso):

The Cleanliness phase was marked by deep cleaning the entire home, which resulted in a healthier and more pleasant living environment. The process included regular cleaning, dusting, and tidying up every corner of the house. It also involved fixing minor repairs, thus preserving our home's condition and aesthetic appeal. The cleanliness phase not only contributed to a better physical appearance but also promoted a healthier living environment by eliminating potential allergens and maintaining hygiene standards.

### 4S) Standardize (Seiketsu):

The fourth stage, Standardize, ensured that the processes of the first three S's are consistently applied and maintained over time. A checklist was created, detailing the tasks involved in keeping our home clean, organized, and clutter-free. This step facilitated the creation of standard operating procedures for maintaining the cleanliness and orderliness of our home. These procedures became habitual, thereby reducing the effort and time spent on household chores. Moreover, by defining clear roles and responsibilities, every family member became involved in maintaining the established standards.

CLEANING SCHEDULE-DAILY		
SR NO	ACTIVITY	RESPONSIBILITY
1	Wash dishes	Harshvardhini
2	Clear & wipe table	Nitin
3	Gas & Gas area cleaning	Harshvardhini
4	Segregation of trash	Aaradhya
5	Toilet & Bathroom cleaning	Harshvardhini
6	All floor cleaning	Harshvardhini
7	Do laundry as needed	Nitin
8	Make bed	Nitin



## 5S) Discipline (Shitsuke):

The last stage, Discipline, is aimed at maintaining the new standards and making them a part of our daily routine. Regular audits were conducted to ensure adherence to the established procedures. Weekly family meetings were held to discuss challenges and devise solutions, thereby ensuring continuous improvement. This ongoing effort has inculcated a culture of discipline and personal responsibility among all family members, making the benefits of the 5S methodology sustainable over the long term.



## How 5S activity at home has helped myself & my family

The application of the 5S methodology, originally designed for workplace efficiency, offers a multitude of benefits when implemented in a household setting.

1. **Improved Organization:** Through the 'Reorganizing' and 'Neatness' stages, household items are systematically categorized and organized, leading to a reduction in clutter and an increase in available space. Items are kept where they are most logically and conveniently needed, improving accessibility and saving time spent looking for things.
2. **Enhanced Cleanliness:** The 'Cleaning' stage promotes regular cleaning and maintenance, leading to a cleaner and more pleasant home environment. It aids in maintaining a high level of hygiene, thereby promoting the health and wellbeing of the household members.
3. **Increased Efficiency:** The 'Standardize' stage allows for the creation of routines and standard operating procedures for regular tasks, contributing to increased efficiency. This could mean less time spent on chores, more time for leisure activities or productive tasks, and less frustration arising from disorder and misplacement of items.
4. **Cost Savings:** Regular maintenance and a well-organized environment can also result in cost savings. For instance, buying duplicate items because you can't find the original, or incurring repair costs

due to poor maintenance can be avoided.

5. **Reduced Stress:** A well-organized and clean environment reduces stress and increases peace of mind. It's easier to relax and enjoy your time at home when you're not surrounded by clutter or constantly reminded of cleaning tasks that need to be done.

6. **Improved Safety:** By removing unnecessary items and maintaining cleanliness, potential safety hazards can be reduced. This is particularly important in areas like the kitchen, where sharp objects and hot surfaces can present a risk.

7. **Teaches Responsibility and Discipline:** By involving all family members including my 9 years old child in maintaining the 5S standards, the methodology can help instil a sense of personal responsibility and discipline, particularly in younger members of the household.

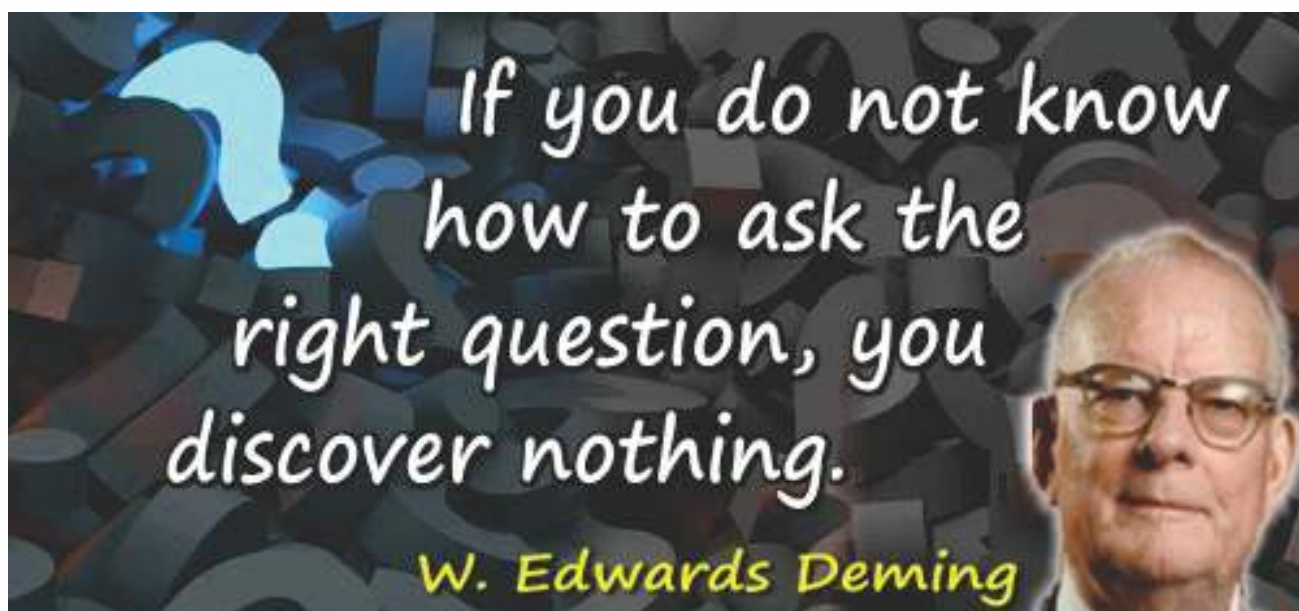
Thus, by implementing the 5S methodology, households can transform their living spaces into more organized, efficient, and pleasant environments, with positive effects that extend beyond just the physical aspects of the home.

**Congrats you have been awarded “Home 5S” Certificate in appreciation**

## Are you a Member of QCFI ?

**if yes, enlighten us to improve our services, activities and publications.  
We cordially invite you to contribute ARTICLES, SLOGANS, POEMS etc**

**If not, we welcome you to get in touch with our nearest chapter for  
your individual LIFE MEMBERSHIP and INSTITUTIONAL MEMBERSHIP  
by downloading a Membership Enrollment Form from QCFI website.  
We solicit your participation as members**



# 5S Digitization Practices

**By Rohan Tonage,**  
Head-Business Excellence,  
Adani Green Energy Ltd.



The workplace management system (5S) is the foundation of any improvement and innovation journey.

Though the basic principles of 5S have remained the same over the years, methods of implementation have changed with an industrial evolution.

Digitization of the 5S practices shall be considered for success in modern industries. The driving parameters for digitization are -

- 1) Tech-savvy new-generation work personnel
- 2) Large size work areas are owned by limited workforce
- 3) Rise of the service industry

## Tech-savvy Work Personnel

In the current industrial era, the use of information technology and robotics has become very common. Personnel who are operating the IT systems and robotic tools are well educated. These members expect IT-enabled processes rather than manual and effort-intensive practices. Hence, 5S will be more acceptable to the new generation if its tech driven.

## Large work areas and Limited workforce

The size of plants and industrial townships is substantially large compared due to the typical plant size a few years back. Modern industrial practices have made it possible to own and operate large work areas with very limited personnel. Hence, the time and effort available for manual 5S practices are limited in the current world. Technology will help reduce the 5S sustenance efforts.

## Rise of Service industry

In a modern economy, the contribution of the service industry is almost equivalent to the manufacturing sector. Workplace management (5S) can be practiced in service organizations also. Data management is very critical for service companies. The digital avatar of 5S will help meet the service industry requirements of workplace management.

So, for the wider success of workplace management (5S) and sustenance in modern industries, digitization of the 5S practices is of utmost necessity.

## Opportunities for Digitization

5S Training through VR - Workplace management e-learning courses have been developed by many organizations. The content is customized as per the organization's requirements. The application of virtual reality (VR) for 5S training can be the next step. VR-based training will provide hands-on 3D experience to the participants.



Miniature 5S models through 3-D printing - The development of 5S models is very effort intensive. 3-D printing technology can be leveraged to develop the 5S models with accuracy and minimum effort.



Visual models can be used for training as well as demonstration purpose.



Mobile Device Application for 5S Audits – Various types of audits are conducted to sustain the 5S implementation. Significant data and information are generated through auditing activities. A mobile device application for 5S audits can be very effective. Users will be able to take real-time photographs and complete the 5S audit as per the applicable checklist. Speech-to-text features can reduce efforts of writing notes and action points.



The application can be intelligent to arrange the photographs and information to demonstrate progress as well as improvement opportunities.

Mobile application can reduce documentation requirements and encourage employees to be a part of the 5S journey.

#### Electronic 5S Dashboards –

The 5S dashboards linked with the digital auditing tools can help produce and showcase the details to front-end employees and top management.

Dashboards can be dynamic and will be able to drill down the details as required.

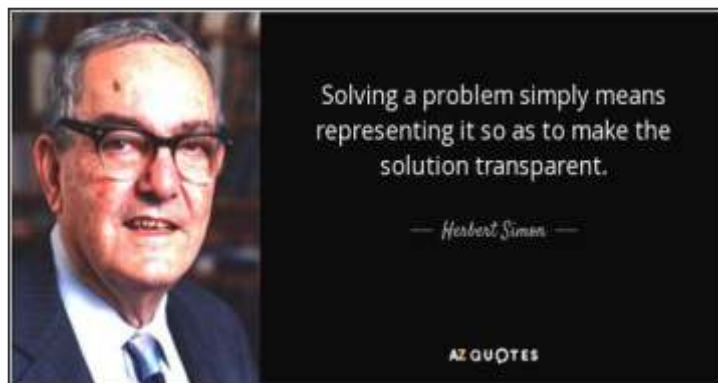
Dashboards can be extended to individual employees through the mobile application. It would help in communication and information sharing.

#### Summary

Though it is early to adopt the technology for core 5S processes, there are certain benefits to the organization. The evolution of the 5S in sync with technology changes shall help achieve the desired



## Quotes





# Kaizens at Torrent Power Ltd., Distribution, Ahmedabad for better Workplace Management

**Kashyap Desai**

Vice President - Head Operations, Torrent Power Ltd.



## Introduction

As part of Business Excellence journey, Torrent Power Ltd., Ahmedabad (TPL) has implemented 5S Workplace Management System at its Warehouses, Meter Management and Material Testing Laboratory, and received certification in “Par Excellence” category from the Quality Circle Forum of India (QCFI) and Union of Japanese Scientists and Engineers (JUSE) during June 2022.

Prior to this, TPL initiated and successfully implemented various business excellence activities like Integrated Management System (IMS) comprising 5 ISO standards, 5-Star certification together with Sword of honour & Globe of honour from the British Safety Council (BSC) for initiatives in Occupational health & safety as well as Environment & sustainability areas respectively. **Torrent Power Distribution became one of the 6 organizations worldwide to receive both these prestigious recognitions from BSC simultaneously in 2021.** Torrent Power is the only company in India to receive both these accolades in a single year and became one of only two Power Distribution organizations worldwide to simultaneously win both the awards in a single year.

## Implementation of 5S at TPL - Distribution

Implementation of 5S Workplace management system at TPL has added a different dimension to the above management systems, in terms of changing the workplace culture and bringing in total employee involvement effectively. It has brought in the culture of dealing with challenges locally and finding easy implementable solutions for day-to-day issues.

5S principles were kept under consideration at the design stage of the new buildings. These included effectively placing/ relocating workplaces to reduce material movement. Concept of PEEP (place for everything and everything in place) was most beneficial for locating different equipment and material to reduce time to search.

## Day-to-Day Challenges & Methodology to address

Warehouses of TPL were facing typical day-to-day problems like (1) longer time taken for material retrieval, (2) traceability of material, (3) FIFO implementation challenges and (4) productivity related issues due to the above. This was due to the high volume of transactions and wide variants of material being handled on a day-to-day basis.

Referring to the adjacent **Cause - Solution Matrix**, most of the problems' faced by us were falling under the quadrant of **“Cause known - Solution not known”**. This needed involvement of people who are facing these issues regularly and to bring out solutions which can be innovative in nature. Most of the issues faced were falling under 2S and 3S.

Adopting Kaizen culture has brought major change in dealing these problems and those were majorly solved by the employees who were facing. Several innovative ideas were identified, and low-cost technology interventions were done to the extent possible.

Cause	Not Known	B Problem Requires High Level of Technology	D Lean, Six Sigma, etc
	Known	A Go and Fix	C Problems Requiring Care / Innovations
		Known	Not Known
		Solution	



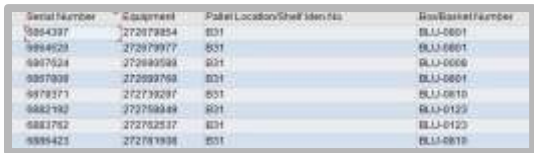
All employees including contract employees were assigned respective areas of the zones; and fixed days were assigned for the zones and tasks like Self audit etc. Mechanism was established to bring out and record the problems being faced.



Group discussions were carried out during the work gap hours and ground level personnel involved in specific activities/ area of concern were also made part of the discussion.

Through this approach many problems were solved with simple solutions and technology intervention. Management has supported the teams by providing resources; and reviews were done under 5S Steering committee meetings. 3 minute presentations were used as a platform for raising awareness to the management, seeking support required for on-time resolution of the cross functional issues.

Some examples of Innovations and Kaizens:

A lot of improvements have been introduced in various business processes through several Kaizens since the implementation of 5S. Few noteworthy Kaizens implemented by the teams are described below:

Kaizen	1. Material Storage Dashboard	2. Two level location mapping for meters in SAP
Visual		 
Problem	Longer time taken to locate the storage rack and retrieve material	Longer time taken to locate and retrieve the archived energy meters
Cause	Day-to-day shuffling of material between locations for optimal utilization of space.	No tagging of storage location.  Each rack contains ~250 meters stored in 16-20 boxes
Solution	Dashboard of materials for the racks with easy to replace storage tags as per the material movement.  <b>Other features:</b> Dynamic FIFO marking QC Rejection indicators	All racks and boxes provided with unique numbers.  2-level location mapping developed in SAP.  Thus, to trace the meter, by entering the meter serial number in SAP, Box number and Rack number can be seen.
5S Principle	2S	4S
Benefit	Traceability of material Quick retrieval	Traceability of material Quick retrieval (around 5 minutes)
Alignment with Management goals	Quality Management Asset Management	Quality Management Asset Management

Kaizen	3. Change in location of Drain Valve for Dist. Transformer	4. Digitization in stock count
Visual	 <p>Drain Valve at Bottom      Drain Valve at Top</p>	 <p>Before      After</p> <p>Manual Counting of pipes      Auto Count of pipes by Mobile App</p>
Problem	Oil leakage and theft of oil from the drain value of the Distribution Transformers (DT), which may lead to failure of DT	Errors in stock count during issue/ Inventory verification
Cause	Drain valve located at the bottom of the DT tank which causes oil dripping. It is also amenable to oil theft.	Monotonous nature of job and manual counting of inventory
Solution	With the cooperation of the manufacturer, the valve was shifted to the top of the tank.	Mobile application for automation of stock count
5S Principle	3S	5S
Benefit	Prevention of Oil Leakage and DT failure	50% reduction in Man-hours Improved accuracy in Inventory verification Faster clearance at Security Gate
Alignment with Management goals	Quality Management Environment Management Asset Management	Quality Management Occupational Health, Wellness & Safety

## Conclusion

Implementation of 5S at TPL has brought in the culture of better workplace management and continual improvement of day-to-day activities. It has effectively supported the IMS framework in improving Productivity, Quality, Safety and wellness, Environmental performance by reducing waste and energy consumption, better Asset utilization etc.

Going forward, TPL wants to institutionalise the process by allocating specific day in a week for the Group discussions/ brain storming/ Kaizens.

# UNDERLYING MEANINGS OF 5S

## Mr. Satish Kalokhe

President (Emeritus) QCFI



Five-S are five Japanese words starting from Letter 'S'

These words are:

SEIRI - Organization or Reorganization

SEITON - Neatness

SEISO - Cleaning

SEIKETSU - Standardization

SHITSUKE - Discipline

### Importance of Five-S

Five 'S' is the silent informer of a company's attitude to quality.

Easiest way to determine a company's attitude towards improvement activities

It is simply to walk around the office and observe the house keeping practices in the office.

Housekeeping often tells us more about the company than any financial statement.

It reflects the management's general attitude towards work.

Five-S training & implementation is the first step for improving the organization's quality status & towards the concept of world-class performance.

Five-S are an important aspect of teamwork. If we do not do Five-S we can't do any other work efficiently. They are the features, which are common to all work organization functioning. It is for improving the quality of human behavior. Our way of working will be better if our work place is neat and clean. Better workplace will give better working environment. This also changes our way of behavior. It is also software for safety.

IN AN ENVIRONMENT WHERE THE 5S IS METICULOUSLY PRACTICED THERE WILL BE: - MORE PRODUCTIVITY - ENHANCED QUALITY - IMPROVED MORALE - REDUCED ACCIDENTS - - BETTER TEAM WORK AND SYNERGY. IN - SHORT IT WILL BE A HAPPY BRIGHT WORKPLACE.

### THE PRINCIPLES OF EACH 'S'

1S: VALUE FOR SPACE

2S: VALUE FOR TIME

3S: VALUE FOR WORKPLACE

4S: VALUE FOR SAFETY

5S: VALUE FOR SOCIETY

EACH OF THE 5 STEPS HAS BASIC AND DEEPER MEANING

SEIRI does not mean getting rid of unwanted items alone. It also means identifying and removing unwanted or non-value adding activities from the process. The ability to identify NVA's in your process is your Process knowledge / Experience. Use this effectively to revamp your process and keep refining it - Get best rates for the resources.

SEITON does not mean only "Place for everything and everything in its place". It also means REDUCE SEARCH TIME/RETRIEVAL TIME and REDUCE INVENTORY.

SEISO does not mean only Cleaning. It also means i) IDENTIFY ABNORMALITIES ii) INSPECT THE AREA ON A DAILY BASIS iii) ENSURING EVERYTHING IS WORKING AS PER SCHEDULE iv) ZERO LEAKS & ZERO SPILLAGE.

SEIKETSU does not mean only Standardization. It also means REDUCE VARIABILITY IN NORMAL AND ABNORMAL CONDITIONS and DEVELOP A MATRIX FOR 5W&1H

SHITSUKE does not mean only Discipline or Sustenance. It also means EVOLVE TRAINING STRATEGY, MOTIVATIONAL SCHEMES and CONTINUAL IMPROVEMENT OF 5S.

While implementing 5 S activity in the organization, it is necessary to understand underlying meanings of 1S, 2S, 3S, 4S, and 5S to get maximum benefits to the organization and individual employee.



# Enabling Tools & Technologies for '5S' Workplace Management System

By **Kaushik Purohit**, Lead – Operational Excellence – Adani Power



## Abstract:

'5S' as we all is Japanese 'Workplace Management System'. It is also considered as one of the best 'Lean Management' tool. Though '5S' is combination of five Japanese words starting with letter 'S', we have our own English terminology of '5S' coined by QCPI i.e. Organising, Neatness, Cleaning, Standardisation, and Discipline. As we know we all are practicing QCPI version of '5S' which most suitable to Indian organisations.

As we practice '5S' in any organization, we need to follow certain procedure and maintain documents as per QCPI standard. This article talks about how existing tools & technologies can be used to leverage the system and save time & money while practicing the '5S'.

We all practice '5S' with following understanding:

**SEIRI (Organization):** We organize the area, sort out necessary and unnecessary (including Surplus, even if necessary) items and remove the unnecessary/unwanted from the workplace.

**SEITON (Neatness):** Take decision as per functional use and fixing location of each necessary/wanted item and functionally storage of the items with proper labeling at suitable place. In other words, 'PEEP' (Place for Everything & Everything in its Place).

**SEISO (Cleanliness):** We follow scientific and periodic cleaning method, we remove unnecessary items and keep the useful items in a proper way. This means during cleaning we do inspection. Hence SEISO is nothing but the combining activities of SEIRI and SEITON.

**SEIKETSU (Standardization):** We develop system to eliminate or simplify the activities of 1s, 2s and 3s above so that with less time and less money, work becomes easy and meaningful. Develop visual management system for easy understanding.

**SHITSUKE (Discipline):** Discipline, means whatever system is developed to improve upon first three steps, and standardized in the fourth step must be followed repeatedly so that 5S becomes a habit, a way of life.

Mapping of Tools & Technologies with each '5S' system:

## SEIRI (Organization):

When we organise the items, we normally segregate the items in wanted/unwanted category for particular area. So as a first step of implementation we take initial photographs of the area for 'As is' situation. Here I recommend everyone to capture photographs with date stamp setting which is part of camera settings in most of the smartphones now a days. Date stamp in 'Before' photography is must in '5S' system.

Another thing is about 'Red Tagging' and 'Yellow Tagging'. Normally we use standard printed tags available in the market or we develop our own tags with company logo etc. Another digital option you can adopt now a days is 'QR Code'. 'QR Code' can host all required information of the item. It can be printed in any shape, size and color. It occupies less space for fixing. Even for 'SEIRI Museum' also, one may use QR Codes. Any organization uses SAP OR any other ERP system can generate material code on

QR Code which can be fixed on items so decision making will be fast in case of excess material OR unwanted materials. Beauty of the QR Code is, it can be scanned by any smart phones thru provided scanner. There are many free and paid web services available to explore for generating QR Codes.



Sample pics of QR Code based 'Red Tag', 'Yellow Tag' and Smart phone Scanner

Now a days SEIRI museums can also be created online with showcasing of items, tags, and issue process flows. In case of multi units, this is good idea to host online SEIRI museum to compile the list of items available across the units.

### SEITON (Neatness):

We store or keep wanted items as per functional use. Function storage can be decided based on shape, size, color, frequency of use, conveniency and requirement. For shelving of items in store or on any shelf, one may use Bar Codes, QR Codes, Sensor based labels, etc. Any barcode scanner, OR QR code scanner can read the code and tell you the status of the item or quantity of the item if its integrated with ERP system.

For finding the right place for the missing items or identifying missing items from it's designated place, one may use pictorial stickers. For example, a place for any item can be fixed with it's picture so that if item is misplaced or issued, what item is missing can be identified and searched easily.

For quick retrieval purposes, one may develop 360-degree videos of the store or place post '5S' implementation, so that searching/retrieval becomes fast and smooth. One may use VR Headsets also to facilitate tour or searching of the place & item. Though this is not cheap or economical option but provides clear picture.



Sample pics of VR Headset, and 360 degree virtual tour of store

### SEISO (Cleanliness):

We do inspection while ensuring cleanliness. Inspection is done at micro, macro, and individual level as we all know and when we do inspection, it involves LLFS (Look, Listen, Feel, Smell), our smart behavior including looking around and finding odd, listening to abnormal sounds, feeling vibration of something abnormal, smelling bad odor for judging the health of the items.

During inspection one may take capture photos, take video clip on smartphone, and suggest appropriate action to responsible person. Captured photos/videos can be edited appropriately in smartphone with required remarks, markings etc. When we take pictures/video, it captures geographical information based on selected settings which identifies exact location so this is very good tool one can adopt while inspection.

### SEIKETSU (Standardization):

We develop system to eliminate or simplify the activities of 1s, 2s and 3s so that with less time and less money, work becomes easy and meaningful. Develop visual management system for easy understanding.

Standard practices can be captured in form of documents, audio, video etc. These practices in different media can be hosted on any local shared drive, intranet with public access rights so that when it is recalled, access is smooth. Access link/address can be again converted to QR code which can be scanned and used to access/refer to standard practices of zone/area/location.

One can also use TV like displays, touch screen kiosks etc. for showcasing different layouts/floorplan, area diagram, guideboards etc. if organization is capable to spend money on this.



Sample of KIOSK Desk

### SHITSUKE (Discipline):

Discipline means whatever system is developed to improve upon first three steps, and standardized in the fourth step must be followed repeatedly so that 5S becomes a habit, a way of life. Here we can also adopt online practices by creating '5S' portal and make all the required documentation of '5S' online. For example, all zone structures, Individual responsibilities, Standard Practices, MoMs, Audit Checklists, Management Audit Checklists etc. can be hosted online with required automation with MS Outlook, MS Planner which can trigger reminders, generate calendar, help eliminate duplicate work and provide real time MIS thru inbuilt MS Power BI based dashboards.

Such integrated system can be built using Microsoft 365 tools if available with the organization and lot of paperwork, efforts, can be reduced.

I suggest following Microsoft tools & technologies which can be explored, worked upon, and integrated with '5S' system.

- MS SharePoint site for website development
- MS PowerApps for application development
- MS Planner for Scheduling
- MS Forms for Register entries
- Power BI for Dashboards
- Kiosk Desk, Stylus based Phone/Tablet for Self-auditing (Rough Audit)
- VR Headset
- Smartphone with QR Code reader option



For more information on how to go about, one can contact the author on 'purohit.kaushik@gmail.com'.



# 5S At Home - Best Implementation

**By Tajvirsinh Jadeja,**

Lead -5S Adani Power Mundra



Now a days, '5S' is the most famous Workplace Management concept worldwide, for keeping the workplace neat, uncluttered, well organized and safe. 5S Implementation is highly effective for everywhere like offices, schools, colleges, hospitals, labs, railway station, airports, bus stations, police stations, warehouses, stores, production facilities etc.

For each and every person, world's safest place is his/her home, where he/she feel safe, secure and comfortable. Of course we are maintain housekeeping in our homes daily for positive energy as a part of best hygiene and positivity as we strongly believe that "Cleanliness" is next to Godliness". People become what he/she do regularly. Normally each employee spent 8 hrs in organization per day for 6 days in a week, so if his habit improve then it will be helpful to both home and work place. So 5S at home is the acid test that people have accepted the concept from their heart and soul.

Let us see how Seiri, Seiton, Seiso, Seiketsu and Shitsuke can be implemented at Home and how this 5S at Home can help us to create a clean, organized, comfortable and efficient living space;

## 1S Seiri (Organization/Reorganization):

- Identify wanted and unwanted items and removal of unwanted items.
- Be sure to only keep items that you actually use and need.
- This will help us to declutter our home and to create more space.

## 2S Seiton (Neatness):

- To maintain selected wanted items in right way.
- Things to be kept in such a way that they could be easily located, used and put back without any timeless.
- PEEP-Place for Everything and Everything in its Place
- This will make it easier to find things and prevent clutter from accumulating.
- 2S in Kitchen:
  - o Place more useful items close for quick pick up like tea, sugar, spices etc. and rare useful items in store room.
  - o Labelling of items can be done.



- 2S in Wardrobe:
  - o Place daily wear cloths and items nearby.
  - o Individual member wise cloths segregation in light to dark color shades can be done.





### 3S Seiso (Cleanliness):

- Combination of 1S and 2S.
- Not to allow things to become dirty (Inspection)
- Clean full home thoroughly.
- Cleaning on Macro and Micro level to be done.150

### 4S Seiketsu (Standardization):

- SEIRI, SEITON & SEISO are easy to do once however very difficult to maintain, SEIKETSU is to do so.
- Visual management is very essential for controlling and managing the things.
- Provide marking stickers to home persons from organization for easiness.
- This could include things like putting things back in their designated place after use, doing a quick clean-up every day, and regularly reviewing our belongings to ensure we are not accumulating unnecessary items.
- MCBs, Switches can be marked for easy to use.



### 5S Shitsuke (Discipline):

- Following and maintaining a system as a way of life for everyone.
- Keep practicing 1S, 2S, 3S & 4S until they become habit.
- Consistency and continuous improvement
- Make 5S a habit by regularly reviewing and maintaining the systems that have put in place.

### Benefits:

- Things can be easily traceable and searching time minimized.
- Space can be save with functionally storage of items.
- Cost saving against repeated items unnecessary shopping.

Hence 5S Implementation at Home can create best culture among all family members with best quality life. In other words 5S at Home can develop best habit of all family members, hence it will improve whole society also.

Congrats you have been awarded **“Home 5S” Certificate** in appreciation

# Use Of 5S Principles for better Health Management

**Yogesh N Patel,**

Vice Chairman and Head Operations,  
QCFI Ahmedabad Chapter

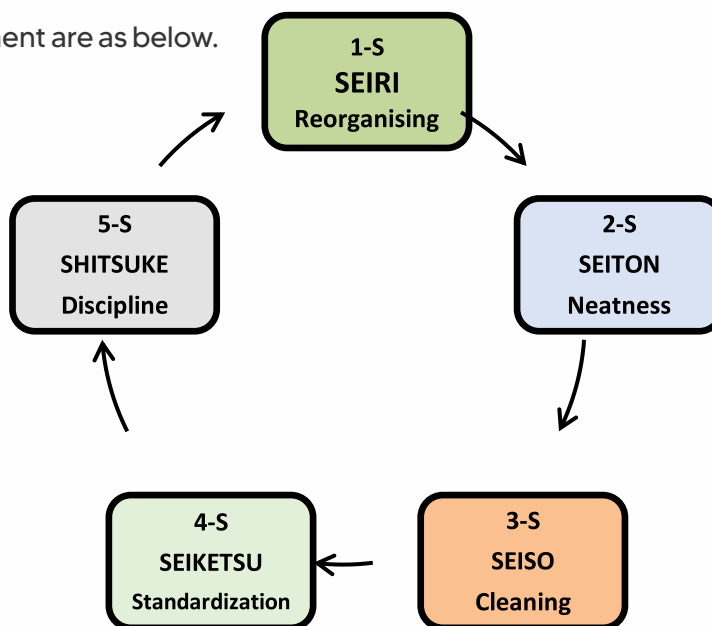


## Introduction

We all are aware that 5S is one pillar of a Business Excellence journey in many organisations in the world. 5S Workplace Management System principles are invented in Japan and later on spread across the globe. Quality Circle Forum of India (QCFI) and Union of Japanese Scientists and Engineers (JUSE) joined hands for 5S implementation and certification in India.

- 5S helps to improves work place management and thereby
- productivity,
- quality
- safety in the organisation

Major steps in 5S work Place Management are as below.



- System with five steps for good housekeeping and maintenance of clean and safe workplace, machines, equipment etc.
- Basic common sense approach to a good workplace Organisation & Management
- Requires TEI concept (Total Employee involvement)
- Like a mirror reflecting our attitude & behavioral culture
- 5S activity are important aspects of Team work
- Considered as the first and most important pillar of TPM (Total Productive Maintenance)

## Steps for Implementation of 5S



Implementation of 5S Workplace management system in the organisation has always added a different dimension to the existing management systems, in terms of changing the workplace culture and bringing in total employee involvement effectively. It has brought in the culture of dealing with challenges locally and finding easy implementable solutions for day-to-day issues.

Concept of PEEP (place for everything and everything in place) was most beneficial for locating different equipment and material to reduce time to search.

When I was going through this five steps of work place management, it clicked in my mind that “Can we consider these five steps for Health Management like work place management?” The answer was “Yes”, we can map our Day-to-Day Challenges & activities to address our health system.

Let us see how?

### 1S: SEITON - Reorganise

One can reorganise own daily routine schedule to predefined well planned schedule. This will help to remove unnecessary thoughts, behaviour, anger, wrong habits and negativity etc. from our mind and prepare us to accept and keep necessary things like positive thoughts, morning exercise, positive response, good relationships, prayer etc.

One can charge their mind and body with full of energy by using “1S” principle in daily life.

### 2S: SEITON - Neatness (PEEP)

Human tendency is to keep any thing at any place. According to 5S, there is a place for everything and everything in its place (PEEP). If we compare it with our health management then every required item like exercise equipment, medicines etc. are to be kept at proper defined place. So that as when required one can find it very easily.

### 3S: SEISO- Cleaning and inspection

This refers to cleaning of equipment and work place in the organisations. While when we refer to our health then it is a cleaning of our mind and body by doing various activities on daily basis. Use different techniques to keep your mind and body clean which helps you to be energised whole day.

Cleaning of mind and body is possible by daily YOGA, Physical work out which includes playing of indoor and outdoor games, swimming, running, walking, listening music and prayers etc. All this will help in recharging your mind for better thinking and positive output. After all this will help to live a quality time.

#### 4S: SEIKETSU- Standardisation

Likewise in organisation, we are making standardisation in Office management, filing system, display of standard instruction, colour coding in equipment and piping, walk way, display board etc.. This give unique look and easy identification and retrieval system.

Similarly, one can make standardisation in the daily work which can result into happy and healthy life. Few examples are - Prayer and daily exercise and yoga between 6.00 to 7.00 am, walking or running from 7:00 to 7:30 am, morning breakfast at 8:00 with family, news paper reading, moving in the own garden if any, morning routine activities from 8.30 to 9.0 am. And to start for office @ 9:30 am. In similar way one can standardised evening hours activities including meeting with all family members for 30 min.

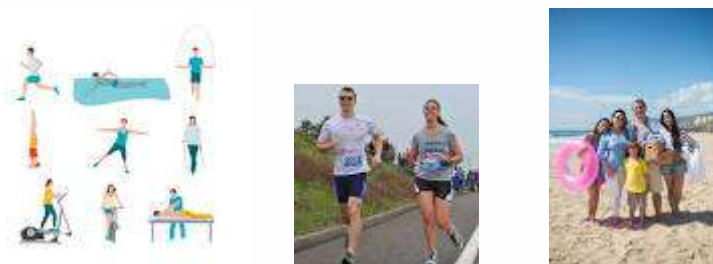


By following all above practices on daily basis, it can be considered “Life standardisation” which after all boost up your energy and moral. I have experience that these all are definitely add quality and happiness in life which in turn results into healthy life and keep you away from illness and stress.

#### 5S: SHITSUKE- Discipline - Make it habit

We have seen in 1S to 4S about different principles which is useful and easy to implement to balance work and life.

The 5th S is “Discipline” in our daily life which is nothing but to make it habit. It is said that once your repeat the daily schedules mentioned in 1S to 4S for your health management, it will become a habit. One can make habit of walking, running, YOGA, swimming, playing games, meeting with friends and relatives, moving to religious and other leisure destinations, serving to the society as moral responsibility etc. All above activities improve your health quotient and make you happy.



Based on my experience and one to one comparison of 1S to 5S principles, I am confident that everyone who use and implement 5S principles in their life, will definitely enjoy quality life with good health.

I request all those practicing 5S for their work place management in their organisations, shall use same principles for their health and life management. I am sure everyone will be benefitted by following this.

My best wishes to all the participants, invited guests and QCFL team members for good health management.



## A journey on Home 5S

**- S. Yogeshwari**

Former Secretary & Treasurer, Coimbatore Chapter

It has been my passion right from my childhood to keep my house spic and span. I love arranging my house especially during school vacations and enjoy every bit of doing it. After knowing about 5S, it has added value in arranging the house in a systematic and orderly way. Hence 5S at Home has become part and parcel of me and I have been sharing with my friends and relatives about the benefits accrued to me because by following 5S in my home.

Since the announcement of 5S Home Certifications by our Executive Director Mr D K Srivastava, I have been so excited to propagate this unique concept to as many homes as possible and help in getting as many 5S Home certificates as possible in our region.

Thus my journey on Home 5S started April 2022 and so far I have taken awareness on Home 5S to 3100 delegates from 75 organisations on 42 occasions.

The first batch of 18 Homes, 5 from Lakshmi Machine Works Ltd, Coimbatore; 5 from KOSO India Pvt. Ltd., Annur; 5 from V Guard Industries Ltd., Perundurai; 2 from Titan Industries Ltd., Coimbatore and 1 from Chakradhara Aerospace were given Home 5S Certification during the 40th year of QCFI and 7th Anniversary of QCFI Coimbatore Chapter celebrations on 29th April 2023 by our Executive Director Mr D K Srivastava and the Chief guest Mr lakoka Subramanian. Many of these companies have assured that they will work towards all the employees in their company to get 5S Home Certificates and I have assured them of my full support in their endeavour as a CSR activity.

A special mention about Lakshmi Machine Works (LMW), Coimbatore for arranging every month a guest lecture on Home 5S to 40 spouses of their employees from their four units with a grand welcome, good lunch and a memento. This makes them feel excited and many homes wanted to get 5S Certificates.

It has been a dormant desire in me to do doctorate. I have been selected in Anna University to do doctorate in PSG Institute of Management. I have chosen Quality concepts in households as my research topic focussing more on 5S and of course covering kaizen, lean principles and safety also. Lot of research work has been done on 5S in industries, but no such research has been attempted for 5S at Home. Hence, I am facing lot of hurdles in collecting the literature and on the other hand, it gives me a sense of satisfaction also since no one has thought of doing the research for households.

My aim is to make every home 5S certified in whichever company or institution we are working with so that all the members follow a good culture towards Swachh Bharat. Jai Hind.



## SNEAK PEEK QUIZ ON 5S

- 1) Five S is popularly known as
- 2) Who is the pioneer of Five S Concept?  
a) Takashi Osada                      b) Dr. K. Ishikawa      c) Shigeo Shingo      d) Philips Crosby
- 3) Is Safety an Integral part of 5S?  
a) Always                      b) Never                      c) May be                      d) Sometimes
- 4) What steps are important to sustain & growth of 5S  
a) Seiso & Seiketsu                      b) Seiketsu & Shitsuke  
b) Shitsuke & Seiri                      d) Seiri & Seiso
- 5) What are the colour tags used for unwanted items in 1S  
a) Green                      b) yellow                      c) Red                      d) White
- 6) Which colour tag is to be used for unused material to be returned to stores  
a) Green                      b) yellow                      c) Red                      d) White
- 7) Seiri Museum is having items which are:  
a) Functionally OK but not use in the Dept.      b) Broken & Discarded  
c) Sending to Stores                      d) All the above
- 8) How many Phases are there in 5S Implementation?  
a) 3                      b) 4                      c) 5                      d) 6
- 9) Which one does not belong to the five folder system to be kept in second drawer?  
a) Action to be taken                      b) Papers for filing  
c) Urgent Papers                      d) Personal File
- 10) To develop Seiketsu, which one will be helpful  
a) Kaizen                      b) LQC                      c) QC                      d) All the above
- 11) As per QCFL, number of check points in self-audit should be  
a) Minimum 30                      b) Maximum 30                      c) No maximum limit
- 12) QCFL Final 5S Certificate will be given if  
a) Average % of marks is 70 & above  
b) If score of Pre-Certification audit is 70% above  
c) Unit getting 70% & more  
d) Average marks of Pre-Certification & Certification Audit is more than 70%

- 13) What is the period of working of Jagruti Group
  - a) 1-2 months on rotation
  - b) Permanent
  - c) Directed by the Management
  - d) As per need
- 14) What is the objective of Jagruti Group
  - a) To develop employee awareness towards hygiene
  - b) Cultural Change in the employees
  - c) Improvement of personal hygiene
  - d) All are correct
- 15) What do you mean by the Word "Seiri"
  - a) Reorganisation
  - b) Sorting out all items
  - c) Sorting out stationery items
  - d) Removal of all items
- 16) What is the correct meaning of "Seiton"
  - a) Set in Order
  - b) Neatness
  - c) Systematic arrangement
  - d) all the above
- 17) Is Seiso combination of Seiri & Seiton?
  - a) Yes
  - b) No
  - c) Sometimes
  - d) Not at all
- 18) What are the level approaches of Seiso
  - a) Macro Level
  - b) Micro Level
  - c) Individual Level
  - d) All the above
- 19) What is the colour of Cross on First Aid Box
  - a) Red Cross
  - b) Blue Cross
  - c) Brown Cross
  - d) White Cross in green background
- 20) What is the purpose of standardisation in 5S?
  - a) For sustenance
  - b) To bring uniformity in use
  - c) To guide the successor
  - d) All the above



- 11) a) Minimum 30
- 12) a) Average % of marks is 70 & above
- 13) a) 1-2 months on rotation
- 14) d) All are correct
- 15) a) Reorganisation
- 16) b) Neatness
- 17) a) Yes
- 18) d) All the above
- 19) d) White Cross in green background
- 20) d) All the above

- 1) Work Place Management
- 2) Takashi Osada
- 3) Always
- 4) b) Seiketsu & Shitsuke
- 5) c) Red
- 6) b) yellow
- 7) a) Functionally OK but not use in Dept.
- 8) c) 5
- 9) d) Personal File
- 10) a) Kaizen

## ANSWERS TO SNEAK & PEEK



QUALITY CIRCLE FORUM OF INDIA



**DK. Srivastava**  
Executive Director  
Quality Circle Forum of India

Through

## **DK's Model for simplified TPM**

(An Integrated Approach for Performance Excellence.)

### **MISSION ONE LAKH MSMEs**

This model consists of different Quality Concepts viz 5-S, Kaizen, QC, LQC, LSC, QIT, Problem- Solving Tools and Techniques, Problem-solving steps- 12 steps method, DMAIC method, Autonomous Maintenance, Preventive Maintenance, Tag System, Manager model, one point lesson, Online, and offline Process Control, Cp/Cpk, Lean Manufacturing, Poka-Yoke, SMED, GTT study, etc. in simplified way.

We have tried to develop it suiting to our Indian culture keeping in mind the literacy level of the employees especially in MSME and labour-intensive industries like Textile, Mines, etc. This we are experimenting and developing since 1996 and implemented in many MSMEs. Based on the outcome, we are adding the input to make the model more useful to the units. In this continuously model, we have tried to put the total concepts in a very simple way and easy to implement by the unit. Our objective is to train their core group of employees who in turn can get it implemented in their respective units. In case of any help, our faculty will be available for online help and to clarify doubts. Our faculty will decide which quality concepts to be used depending on the type of the organization. This is a task-oriented program with well-defined measurable objectives.

Why MSMEs units

1. There are about 634 Lakhs MSMEs units in India. Out of them, they are in three categories. Micro, Small, and Medium which contribute 29% of GDP. Quality, Productivity will certainly affect the reduction of the cost of the product. Quality and the cost will affect the user.
2. The role of MSME units is very vital. But they are not getting help from the better well-trained faculty. The reason is obvious. One day charge for well-trained faculty including To and fro and hospitality may cost the unit about Rs 20,000+ per day and the implementation of the concepts mentioned above requires about 7 to 15 faculty days means the total cost will be about Rs. 1.5 to 3 Lakhs+. Some of the medium- level units



may go for this but after some time they found that their trained people have left them and again they have to call the faculty to train them. Employee turnover, poor literacy, unstable technical staff, fear of expensive implementation of different Quality concepts, due to which MSMEs are not able to perform as they can do.

3. Turnover of the employees are high. Training the new employees also a problem.

4. Most of them feel that all such concepts are for the large organization not for them.

We, from QCFI, have decided to go for "Mission One Lakh" MSMEs in the next 10 years.

We will be providing them the training, develop their trainers and help them to implement different Quality concepts suiting to their industry, (online), with very subsidized charges to initiators and followers. This will help them to improve their performance substantially in the area of Quality, Cost, Delivery, Safety and Productivity.

➤ Program is useful not only for Micro, Small and Medium units, but also for labour intensive industries for the Performance Excellence.

➤ For Medium and Large scale units to develop their vendors with very nominal charges.

QCFI embarks on new trainers programme on QC Concepts. Forget not to look into the details.

### **Registry of Trainers**

QCFI has conducted number of trainers programme since last 5 years, but did not insist on qualifying test. However last year a unique trainer programme was developed on all QC Concepts as "Jury Development Programme" which had a resounding success.

Several trainers have successfully completed and qualified. QCFI also utilized some of their services as Jury in ICQCC-21 as well as in NCQC-21, which the participants have enjoyed the role.

In its quest for developing more trainers, both as Internal Resource Person for the organisations and faculty for In-house programmes on Quality Concepts, QCFI wish to go for training virtual for more faculty development. This will also help organisations to utilize their services as Faculty and Jury for Internal competitions. Their services can be extended to QCFI for CCQC & NCQC.

With this objective QCFI has ambitious planning for training faculty thru' Online.

QCFI do hope that the organisations and QC faculty would avail this opportunity and fine tune their knowledge towards greater services.

A brief is given below.

#### **Benefits of the Program to MSME unit: -**

- 1) Permanent membership of QCFI
- 2) Reading Material
- 3) Online Training through Video Modules
- 4) Clarification of doubts
- 5) Handholding for Tasks
- 6) Evaluation and Assessment of the progress
- 7) Quality, Cost, Delivery, Safety and Morale improvement
- 8) Payback of the investment within a year if concepts implemented as per QCFI guidance.
- 9) Becomes a "Learning Organization"
- 10) Embarked on a journey of "Continuous Improvement" towards World Class Performance.

For Further Details please log on to [www.msme.qcfi.in](http://www.msme.qcfi.in)

## ON LINE TRAINING PROGRAMME FOR THE ORGANISATIONS/INDIVIDUALS

Course code	ON LINE PROGRAMME FOR THE YEAR 2022	DURATION (Month)	NUMBER OF MODULES	Number of Sets	PACKAGE COST (Rs)	Duration of Test (Minutes)	Concession to life members
JDP	1. Jury development programme	6	20	6	12,000	60	2000
	2. Trainers development programme on the following:						
TDP-WPM	A- Workplace management(5-S) including audit system	6	12	6	6,000	40	1000
TDP-PST	B-Basic Problem solving tools and techniques including new seven tools	6	20	6	12,000	60	2000
TDP-PSS	C-Problem solving steps for QC and DMAIC method and use of appropriate tools/techniques	3	6	4	4,000	30	1000
TDP-DK	D. "DK's Model of simplified TPM", an integrated approach of different Quality Concepts for performance excellence	6	15	5	6,000	60	1000
TDP-K	E. Quality Team concepts viz Kaizen, QC, QIT, LQC, LSC	3	6	4	4,000	40	1000
TDP-WCM	F. WCM	9	50	15	15,000	90	2000

1	Recorded lecture of the module of each set will be send to the delegates. They can listen as many times as they want.						
2	Task will be given after each set. One set may have 1 to 5 modules. Each module may be of 30 minutes to 120 minutes depending upon topic.						
5	Once task of one set is completed and received by QCFI HQ, next set of modules will be released.						
6	At the end of the course, test will be conducted. This will be on line and answer will be in descriptive not in MCQ. Duration of test will be from 30 minutes to 90 minutes depending upon the course.						
7	be allowed to have monthly separate clarification session for their unit as per the mutual agreed date and time for one hour.						
8	Unit can redeem the points earned in NCQC-2022 participation. The difference of fee( if required) to be paid separately along with GST of that amount.						
9	One set of course material will be provided.						
11	Successful candidates will be given Certificate of achievement.						
12	80% and above: Par excellence, 75% to 79.9% Excellent, 70% to 74.9% Distinguished, Below 70% Participation Certificate in case of attended all the modules.						
13	If any one want to upgrade their marks, they can re- apply for the specific sets, where they have got less marks by paying Rs 500/- per set.						
14	Points earned by the unit from NCQC-2022 can be utilise for developing in house trainers and for purchase of QCFI publications. Last date to redeem the points will be 31st October 2023.						
15	Courses will start from 1st April 2023 onward and registration will start from 1st January 2023 till 31st October 2023.						

D K Srivastava Executive Director  
Quality Circle Forum Of India  
Ph: 9848128732 E Mail: dkqcfi@yahoo.com

## Mission One Lakh Package Fees Details

### QCFI FEES - Mission One Lakh MSMEs

SL No	Type of Unit	Course Fees	Duration
1	MICRO	10000/-	4 Months
2	SMALL	25000/-	6 Months
3	MEDIUM	50000/-	9 Months
4	LARGE	100000/-	12 Months

#### NOTE.

1. GST @18% extra
2. All the registered units will be given permanent membership of QCFI
3. One set of 5S posters, and books of "DK's model of simplified TPM" & 5S Practical Guide Book will be given free.
4. MSME Certificate submission is mandatory for Registration & issue of QCFI Membership
5. After the successful implementation of 5S by the unit, QCFI will issue a 5-S certificate of first level for free after the online evaluation of the 5S report by the respective unit.Evaluation based on Submission of report online.
6. QCFI Faculty will be handholding as per the duration of the package and category through online modes.
7. After the completion of the package, if the unit get 70% or more, Unit will be given QCFI Mission One Lakh certificate for the successful implementation of the package.



Quality Circle Forum of India is embarking on a very popular mission of "5-S Home Certification" by QCFl to propagate Workplace management(5-S).

We appreciate homemakers participating in large numbers in this program which will give momentum to the Swachh Bharat Mission and will improve and sustain the housekeeping with fewer efforts, less money, less time, etc.

Who can participate: Competition open for

1. Individual Members of QCFl. They can also nominate a maximum of 5 close relatives and friends' houses for "5-S Home Certification" by QCFl.
2. Institutional Members of QCFl can nominate their employees' homes for "5-S certification" by QCFl.

Participation fee: Free Registration and Certification.

Top 5 Winners winners will be invited to participate in the 5-S Conclave. One delegate per family will be allowed free to present the case study. In the same way, 5 top scorers will be invited to participate in the forthcoming NCQC. One delegate will be allowed free to present the case study.

Jury: Senior QCFl faculty will evaluate and certify homes that score more than 70% marks. "5S-Home Certification by QCFl" soft copy of the certificate will be mailed and valid for 1 year and can be renewed if continuous improvements are made through activities of 5S in Home throughout the year. One Nameplate will also be sent through soft copy mentioning "5-S Certified Home by QCFl" along with the name of the lady of the home and Name of one gets as suggested by the homeowner.

How: Instructions are given in the attached PPT. For

complete detailed instructions click on the links below:  
(Hindi) 1 Lakh Home 5S Certification competition by QCFl - Guidelines in Hindi  
(English) 1 Lakh Home 5S Certification competition by QCFl - Guidelines in English

### Instructions:

Take the photographs of each area starting from the gate to cover the total area of your home.

Take care that all the Cupboards, Wardrobes, Shelves, drawers etc. are to be open when you are taking their photographs.

Photographs can also be submitted on WhatsApp 62819 77039 or through mail along with the names of family members.

5S Home project/Photos can be made into PPT/PDF and submitted online for competition on <http://home5S.qcfl.in>

Successful homes who will get 70% and more will get 5-S certificate within one month after receiving the photographs and other details.

Top scorers may be invited for 5-S Conclave and National Convention for their presentation.

### Home 5S Certification Criteria:

#### 5S HOME COMPETITION REQUIREMENT

	Home Size	Min. Photos Reqd
1	Single Room House	15
2	One Bed Room	20
3	Two Bed Room	25
4	Three Bed room	30
5	Above Three Bed room	40

### 5S Home Competition Criteria

S. No	Criteria	Marks
1	Red Tag Area (Storage of unnecessary Items)	10
2	Creative Ideas / Best out of Waste / any other Special activity	20
3	5 Standard Practices	20
4	Photographs of the areas showing 5S Status	50
	Total Marks	100

Please note\*Copy of images from google or any other online media to be avoided.

We request all the chapters to promote the competition using your websites, social media, journals and through emails. Hashtag #Home5SCertificaiton #QCFlHome5S #1LakhHome5S #Home5SCertificationbyQCFl #SwachhHome



# 1<sup>st</sup> Announcement

## Innovation and Vitality, Lighting up The Beauty of Quality

**Venue : Beijing Yanqi Lake International Convention &  
Exhibition Center (BYCC)**

Address: 16 Yanqihu Rd, 16,  
Huairou District, Beijing, China, 101407

**30 October—2 November 2023**  
**Beijing, China**

### *Important Dates:*

Meeting Dates: 30 October—2 November, 2023, registration on 30 October  
Call for paper and Recruitment of participants  
Application Period & Abstract Submission 15th June 2023  
Admission Notification: 30th June 2023  
Full Paper Submission Date: 31st August 2023

### *Presentation Category:*

ICQCC 2023 will invite various improvement and innovation groups.

- QC Circle
- Six Sigma
- Field improvement
- 5S

**Presentation Time: 15mins Presentation + 5mins Q&A**

### *Award Setting:*

Gold, Silver, Bronze

Best Popularity Award: Selected based on live voting

Featured Project Award: Selected based on the recommendation of  
the judges

### *Program:*

Date	Time	Agenda
Oct 30 (Monday)	Afternoon	Registration
	Evening	Welcome Dinner
Oct 31 (Tuesday)	Afternoon	Opening Ceremony
	Afternoon	1. Parallel Session 2. Award Announcement
	Evening	CCM
Nov 1 (Wednesday)	All-day	1. Parallel Session 2. Award Announcement
	Evening	Closing Ceremony and Gala
Nov 2 (Thursday)	All-day	Company Visit

### *Registration Fees:*

Type	Early Bird (Before July 31, 2023)	Regular (from August 1, 2023)
Online	\$1000/Per Group	\$1200/Per Group
Onsite	\$580/Person	\$600/Person
Observer	\$550/Person	\$570/Person

#### ICQCC 2023 Nomination

Nominate teams for ICQCC @  
<https://qcfi.in/qcfihq>

Login using your QCFI  
organizational membership and  
click on ICQCC to  
nominate teams for ICQCC 2023  
participation.

List of CCM organization members :

- Bangladesh Society for Total Quality Management (BSTQM)
- China Association for Quality (CAQ)
- Hongkong Productivity Council (HKPC)
- Quality Circle Forum of India (QCFI)
- Indonesian Quality Management Association (IQMA)
- Union of Japanese Scientists & Engineers (JUSE)
- Korean Standards Association (KSA)
- Malaysia Productivity Corporation (MPC)
- National Productivity and Competitiveness Council of Mauritius (NPCCM)
- Quality and Productivity Association of the Phillipines (QPAP)
- Singapore Productivity Association (SPA)
- Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP)
- The Association of Pioneer Quality Control Research (PQCRA)
- The Association of QC Headquarters of Thailand (QCHQ)



## Pioneer 1st TQM-India Summit 2023 by QCFI

### — Invitation —

With immense pleasure & pride, we solicit your gracious presence in the **1st TQM-India Summit 2023 by QCFI in association with QCFI Bengaluru Chapter & Dayananda Sagar College of Engineering on 7th October, 2023**. With this premier event of the country, we are on the threshold of ushering a new era of sharing open / disruptive innovations, collaborations & creation / replication of benchmarks across the sectors.

The Summit aspires to create synergy of Best Innovations / Best Practices / Success Stories / Systems & Strategies from the best of leaders / experts / thinkers from the entire spectrum of industries, institutions, and provides a premier networking platform for the accelerated growth of the country.

The summit also focuses on 'Technical Papers' from experts / industry breakthrough work / projects and promotes 'open innovation' for greater collaboration between industries and research institutions.

The convention theme is **"Breakthrough Quality Solutions - Unlocking Values"** and focuses on Quantum Value additions, Innovations and

Quality approach laying due stress on structured thought process. It targets to bring together best practices, solutions from across sectors from the best leaders / performers / thinkers / experts!

QCFI is a one stop solution for all trainings and facilitation for senior, middle and frontline employees for all functional domain and has Centre of Excellence in operation with unique Quality Solutions for all types of industries / institutions.

QCFI calls upon all organizations to come together to create synergy of collective potential to propel India's growth multi fold in the shortest time. Let this 1st TQM-India Summit 2023 be a fulfilling premier event of the country in the pursuit of collective quantum growth.

Looking forward to your active participation of organizations/ teams. We will be sharing the program brochure shortly.

For any further queries on this upcoming Pioneering event from QCFI, please contact convenor **Shri Sunil Shrivastava, COO - TQM, QCFI, mob: 78944 00702, email: sunil@qcfi.in**



QCFI's Humble role  
in propagation  
and implementation of 5S  
in this endeavor



**QCFI Congratulates the following participants for getting their Home 5S Certified. May their tribe increase !**

Participant Name / Home Maker	State	Participant Name / Home Maker	State
Supriya Amit Rane	Maharashtra	Ganesan S	Tamil Nadu
Vaishali Vishwas Khanvilkar	Maharashtra	Govindaraj K	Tamil Nadu
Ashok Pandurang Dalvi	Maharashtra	Balakrishnan R	Tamil Nadu
Dr Rakesh Matekar	Maharashtra	Baskar R	Tamil Nadu
Sachin Marathe	Maharashtra	Mahendran R	Tamil Nadu
Rakesh Gudekar	Maharashtra	Muthuseelan E	Tamil Nadu
Ashok Kewat	Maharashtra	Kanagasundaram R	Tamil Nadu
Dr. Minakshi Meel & Mr. Vikas Bhakar	Rajasthan	Gangaiya K	Tamil Nadu
Henry Samuel	Maharashtra	Rajendran N	Tamil Nadu
Sandeep Meghwal	Rajasthan	Ashokkumar R	Tamil Nadu
Jignesh Gajanan Bari	Maharashtra	Ashokkumar. R	Tamil Nadu
Supriya Rahul Salve	Maharashtra	Ranganathan A	Tamil Nadu
Dinesh Ramdas Kakad	Maharashtra	Ilango N	Tamil Nadu
Sushil Balaso Koli	Maharashtra	Chandrakumar S	Tamil Nadu
Smita Shilwant	Maharashtra	Devakumaran S	Tamil Nadu
Pooja Nitin Powale	Maharashtra	Sakthivel R	Tamil Nadu
Raj Velpulla	Maharashtra	Mariappan S	Tamil Nadu
Mrs. Vaishali Alhad Bhagwat	Gujarat	Marichamy M	Tamil Nadu
Dipali Mihir Upadhyay	Gujarat	Muthuraman V	Tamil Nadu
Vishal Pande	Maharashtra	Arulprakasu G	Tamil Nadu
Kiran Barge	Maharashtra	Arivanantham G	Tamil Nadu
Ashok Kewat	Maharashtra	Sivakumar V	Tamil Nadu
Harshad Khatu	Maharashtra	Angamuthu S	Tamil Nadu
Rukmani Yogesh Bokare	Andhra Pradesh	Radhakrishnan M	Tamil Nadu
Nitin Vishwas Phadtare	Maharashtra	Manisekaran D	Tamil Nadu
Rajkumar	Haryana	Lakshminarayanan V	Tamil Nadu
Dr Veena Kumari	Delhi	Murugesan K	Tamil Nadu
Kiran Krishna Barge	Maharashtra	Kanagavel N	Tamil Nadu
Raja Chandikeswaran P	Tamil Nadu	Ganesh Kumar A	Tamil Nadu
		John Peter A	Tamil Nadu



## 5-S AT HOME Henry Samuel Mumbai Chapter



The small balcony was cleared of unnecessary material stored and plantations were made visible with better care and natural look.



## Kiran Barge MMG-AEML Adani Electricity Mumbai Ltd - MMG



There were no indications on electricity board and difficult to identify N/W in emergency.

**BEFORE** 12.07.2022



Proper Tagging is done for each electricity switch hence identification of electrical circuit became very easy now

**AFTER** 18.08.2022

## Raj Velpulla

7

**BEFORE** 12.02.2022

## Kurrla Central Stores - AEML

**AFTER** 08.08.2022

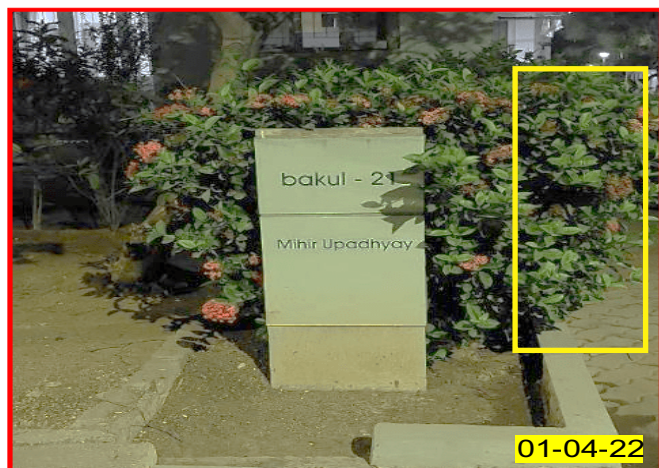


Disorder condition



Neat & Tidy

## Dipali Mihir Upadhyay, Torrent Power Ltd.



01-04-22



03-08-22





### Vaishali Bhagwat Ankleshwar Chapter

#### SEITON

Labels without cello tape  
getting damaged



Labels with cello tape last  
for longer time





## 5S at HOME: Dr Rakesh Matekar, Adani Electricity Mumbai



## Supermeme





## Goa Glass Fibre Limited (The Indian unit of 3B - The Fibreglass company)

### About us:

Goa Glass Fibre Ltd.,  
The Indian unit of 3B-the fibreglass company, the leading developer and supplier of **Glass Fibre products** and technologies for the **reinforcement of thermoplastic and thermoset polymers**. We operate 3 state-of-the art manufacturing facilities located in Battice (Belgium), Birkeland (Norway) and Goa (India) as well as a dedicated R&D Centre in Battice (Belgium)

#### Products manufactured in India:

- Chopped Strand Mats
- Direct Rovings
- Assembled Rovings / Chop Rovings
- Chopped Strand (thermoset)
- Woven Rovings

Our products are designed and optimized to serve the requirements of Hand Layup, Weaving, SMC, Pultrusion and CFW processes and end user applications in Road Transportation, Railways, Marine, Telecom, Wind among others.

### What we offer:



### Application:

**Automotive:** Panels // Under-the-hood components // Semi structural parts and assemblies // Brake shoes // Leaf springs

**Energy:** Windmill blades (onshore & offshore) // Wave and tidal blades // Electrical insulators

**Optical Fibre cables:** Fibre cables for telecom industry.

**Infrastructure & construction:** Sewer pipes, chemical line pipes // Tanks for chemicals // Pipe rehabilitation // Architecture

**Pressure vessels:** LPG & CNG cylinders

**Heat & thermal:** Exhaust muffler systems

**Sport & leisure:** Boat hulls and other miscellaneous equipment's.

Mr. Milind Pande (Sales)  
@[milind.pande@3b-fibreglass.com](mailto:milind.pande@3b-fibreglass.com)

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