



Online Training on 5 S

INTRODUCTION

5S methodology focuses upon the effective organization and standardization of workplace processes. 5S aims to simplify your workplace environment and assists with the reduction of wastage and other forms of non-value adding activities whilst improving quality, effectiveness, process efficiencies and employee safety.

5S activities provide immediate and tangible process improvement results which ultimately flow through to the customer. The methodologies are team based events aimed at implementing rapid improvements to a process using Lean methods.

OBJECTIVES

- Purpose and benefits of Systematic Working and Continual Improvement.
- Interpret the concept of 5S & Kaizen.
- Understanding 5S in step wise manner and implementing the same for systematic working.
- Understanding Kaizen in step wise manner and implementing the same for continual Improvement.

COURSE CONTENTS

Session No.	Session Topic	Session Contents
1	Introduction to 5S & Seiri	What is 5'S? Importance & application Seiri Implementation Steps
2	Seiton	Seiton Implementation Steps
3	Seiso	Seiso Implementation Steps
4	Seiketsu	Seiketsu Implementation Steps
5	Shitsuke	Shitsuke Implementation Steps

Note:

1. No. of sessions can be clubbed as per mutual feasibility.
2. Each session will be of 60 Mins. Duration.
3. Exercise: Soft copy will be mailed to you through Email/WhatsApp. You have to Email/WhatsApp the answers within 24 Hrs.
4. Test: Soft copy will be mailed to you through Email/WhatsApp. You have to Email/WhatsApp the answers within two days after completion of training.
5. Participant has to make its own arrangement for online training & training aids.

WHO SHOULD ATTEND

- Managers / Executives / Professionals / Supervisors/Technicians from Manufacturing and Service Sector
- Students and Graduates from Arts, Commerce, Science, Engineering, Management, Pharmaceuticals etc.

TRAINING MODALITIES: HOW THE TRAINING WILL BE CONDUCTED?

1. Training session timings will be decided well in advance.
2. The course material will be sent on email.
3. PPT of each session will be sent on email.
4. The course will be conducted on suitable platform like Zoom/ Microsoft Team/Google Meet or if the participants are in the conference hall, then live video conferencing through skype can also be conducted.

5. Online exercises after each session will be conducted.
6. Questions Answers & doubt clarification will be done at the end of each session.
7. Test will be conducted after end of the training programme.
8. Soft copy of the training certificate will be provided to each participant.

ABOUT SQMS

Shreyas Quality Management Systems is a management training & consultancy firm focused on organizational performance improvement through the globally accepted tools such as Lean manufacturing, 5S, ISO 9001QMS, ISO14000 EMS,ISO 45001 OSHAS, ISO50001EnMS, TPM, ISO17025/15189 Lab Accreditation NABL, NABH, TQM, quality costs, Lean Six Sigma, Design of Experiments etc.

***SQMS was accredited by Consultancy Development Centre, Govt of India, and ISO9001 QMS, ISO14001EMS & ISO 45001 OHSAS certified, MSME registered and is Quality Council of India Registered Lean and Business Process Improvement , Lab Management System(NABL) Consultant. QCI NABET has approved SQMS as the Lab Consultancy Organization. It is the first and only one to be recognized by QCI for consultancy work for NABL accreditation in India.**

It is lead by Dr.Ramesh R Lakhe who has completed his Doctoral Program from NITIE Mumbai and is Registered Sr. Consultant for ISO 9001, Business Process Management & Lab Management System with NRBPT, QCI, New Delhi. SQMS has well qualified, trained and experienced team in diversified areas.

SQMS has been associated with Institution of Engineers (I) Nagpur and has conducted many programmes on professional development. **For last more than 10 years SQMS along with Institution of Engineers (I) Nagpur is organizing All India Seminar ‘Quality Progress’**. This seminar provides platform for researchers, academicians, professionals to interact and present case studies and research. This seminar also conducts the competitions for organizations such as “Quality Circle competition, 5 S & Kaizen Competition, Six Sigma Competition” etc. in which participation from very large number of small, medium, large, Govt, public sector & private organization takes place.

SQMS has association with many engineering & management Institutes like Shri Ramedobaba College of Engineering & Management Nagpur, YCCE Nagpur, Raison Engineering College, BNCOE Pusad etc. and have signed MOU with them. This has resulted in availability of expert resources, facilities like library, centres for the training and consultancy projects. Many of the faculty members of the institutes are associated with us in the training & consultancy projects.

SQMS gives emphasis on learning & development. It regularly conducts in house trainings for its members on new areas and provides opportunity to them through web as well as classroom learning. This keeps the knowledge level of its members updated.

SQMS also give importance to research & development. **Under the guidance of Dr. Ramesh Lakhe, Director, SQMS, 14 scholars have completed their PhD research on the themes such as Lean Manufacturing, TPM, TQM, Six Sigma, ISO etc. and many more are perusing.** Also there has been significant contribution to the literature through the **publication of 25 books** on Total Quality Management, ISO systems, Six Sigma, QC Tools, SPC etc and more than 200 papers/articles in International and national Journals/Conferences.

SQMS is committed for social development & is conducting “5 S “training for students of engineering and motivating them in its implementation so as to improve housekeeping and also contribute towards inculcating culture of Swaccha Bharat amongst the students. SQMS has also helped conduction of Pranayama and meditation programmes for organizations such as Art of Living. AS its CSR activity, SQMS has provided consultancy for development of systems and obtaining ISO9001 certification to organizations such as Central Prison, Nagpur.

SQMS has helped many organisations both from manufacturing and service sectors to analyse and improve their performance through well established systems. It has team members possessing a wide spectrum of professional qualifications, experience and expertise which could effectively and efficiently address improvement issues which are of importance to business / organization. It has provided consultancy to more than 100 organisations both from manufacturing and service sector (Organizations cover small, medium, large scale units from various sectors such as

Power, Health care, Software, Logistics, Laboratory, Furniture, etc.) for process, productivity & profit improvement.

The **major clients of SQMS** include NTPC, Adani Thermal Power Station, Indiabulls, Reliance Power, Reliance Industries Ltd., MAHAGENCO, MAHATRASCO, MAHADISCOM, Mahindra & Mahindra, Pix Transmission, Grind-well Norton, Indian Sky Tanking, MECL, NCL, SCCL, SMS Group, PESO, IBM, NEERI, JNARDC, Spacewood, Micropro Software Sol, ICAR, CICR, Tata Steel, NMC, Bilaspur Municipal Corporation, NEERI etc.

The details of SQMS can be obtained on www.sqmsindia.com

SQMS provides ONLINE Consultancy, training and auditing considering the COVID19 constraints.

Consultancy Services Offered

- ✓ ISO 9001 : 2015 QMS, ISO 14001:2015 EMS , ISO 45001, ISO 15189, ISO 17025 , ISO 50001 ENMS, ISO 27001 ISMS
 - Training and consultancy for certification
 - Maintenance of the system through regular audits
 - Documentation of the system
 - Internal audit
 - Pre-certification audit
- ✓ TQM Training and Implementation consultancy
- ✓ Design of Quality Cost Collection System and Analysis
- ✓ Six Sigma Green Belt Training & Consultancy
- ✓ TPM training and Implementation Consultancy
- ✓ Lean manufacturing tools and techniques Implementation Consultancy
- ✓ Quality Award (CII Exim, Rajiv Gandhi National Quality Award, Bajaj Quality Award) Preparation
- ✓ Consultancy for Process mapping & improvement
- ✓ Good Manufacturing Practices (GMP)

Training Programmes Offered

Training programmes will be designed as per the requirements of the organization on various diversified topics pertaining to process improvement which includes the following:

- ✓ ISO 9001 : 2015 QMS, ISO14001:2015 EMS , ISO17025/15189 NABL , ISO 27001 ISMS, ISO50001 ENMS, ISO45001:2018 OHSAS, IMS: Awareness, Documentation, Internal Audit & Lead Auditor Training
- ✓ NABL-Lab Quality Management System
- ✓ Measurement Uncertainty
- ✓ Root Cause Analysis
- ✓ Quality Circle & 7 QC tools
- ✓ Safety, First Aid
- ✓ Green Audit
- ✓ Design of Experiments
- ✓ Quality Costs
- ✓ Total Quality Management
- ✓ Six Sigma
- ✓ Lean Manufacturing tools and techniques
- ✓ ISO/TS Tools like APQP, PPAP, MSA, Control plan,
- ✓ Statistical Process Control
- ✓ Total Productive Maintenance
- ✓ 5 S, Kaizen, Pokayoke
- ✓ Value Engineering

Auditing

SQMS conducts Green Audit, Safety Audit, Vendor audits, ISO Management system internal audits, 5 S audits for the organisations.

Profile of Director, SQMS–

Dr. R. R. LAKHE, Director , SQMS , Nagpur

Ph.D. (Industrial Engineering) NITIE,

B.E.(Mech), M.Tech.(Prod)., Dip. Trg. & Dev.

MBA., M.A.(Socio) (Pub.Adm.)

Qualified ISO 9001 QMS,ISO 14001EMS, ISO50001EnMS, ISO 45001 OHSAS Lead Assessor, Master Black belt in Six Sigma

- ✓ 35 Years of Industrial, Consultancy, Training, Audit and Research experience
- ✓ Has authored more than 25 books on Quality Management System
- ✓ Active member of various professional associations such as IE(I), ISTE, IIIE, ISE, ISTD, IIPE, IIMM, NIQR
- ✓ Ex-Chairman ISTD Nagpur Chapter ,Ex-National Executive Councilor ISTE, Member Maharashtra State Managing Committee IE(I), Member -Local Managing Committee IE(I) Nagpur and Member of Educational Committee NCQM.
- ✓ Trainer & Consultant for NABH,NABL,TQM , Quality Awards, ISO 9001 , TS16949 , SEI-CMM, ISO 14001 EMS,ISO 45001 OSHAS, ISO 50001, Six Sigma, 5S, Risk management
- ✓ **Registered Sr. Consultant for ISO 9001, Business Process Management, Lean Manufacturing consultant & Lab Management System with Quality Council Of India**
- ✓ Provided consultancy to more than 200 organisations both from manufacturing & service sectors for process improvement.

"Coming Together is Beginning,

Sharing Together is Progress;

Working Together is a Success"

Let's Work Together For Success.....