

Quality

Program 5 "S"

"Conecting and Moving the World"

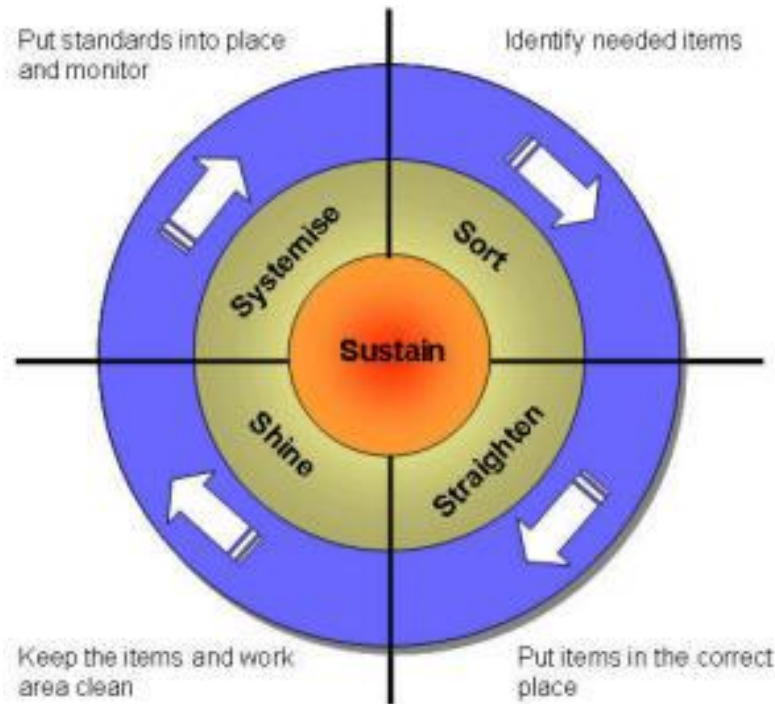


NIPPON EXPRESS

Global Logistics Provider

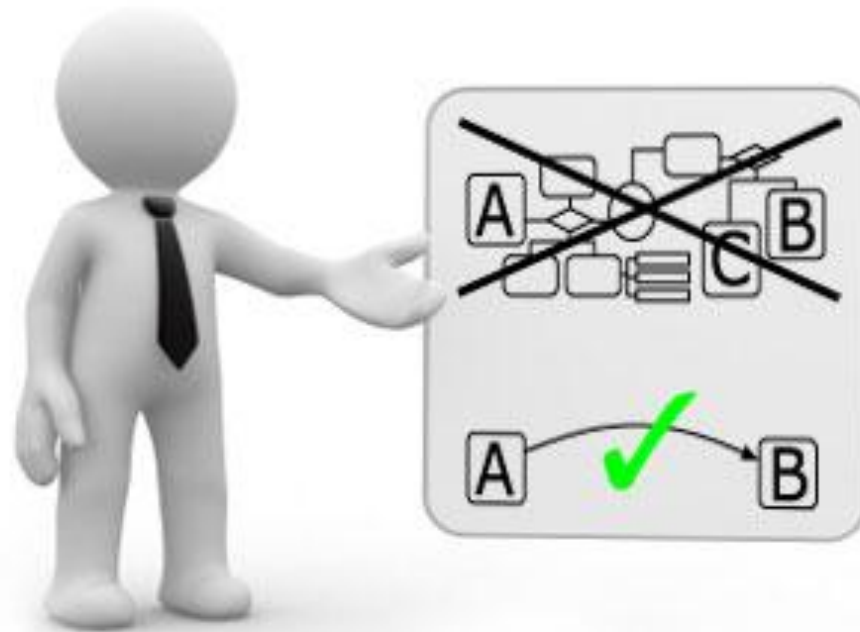
Definition

- The 5 S is a tool used to implement and maintain a quality environment in the company and improve its organization.



How 5 S can benefit the Company

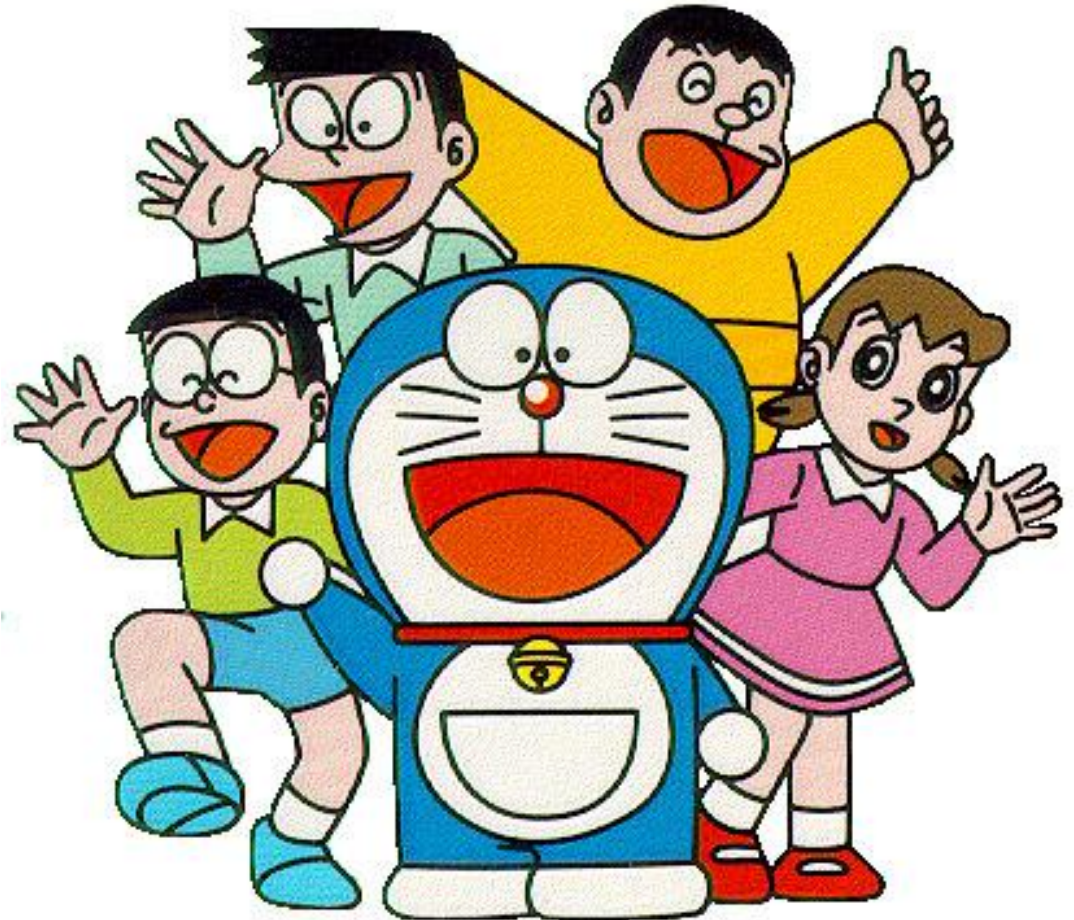
- Improving efficiency in the workplace.
- Improving the appearance of the company.
- Improving internal organization.



Meaning of 5 S:

The 5 S born from 5 Japanese words:

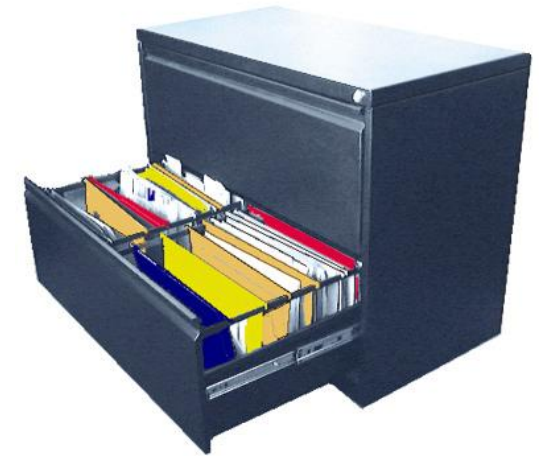
- Seiri
- Seiton
- Seiso
- Seiketsu
- Shitsuke



- In English “seiri” can be translated as “sort”.
- Why is it important to classify for the company?
- “Sort” means to separate things to do our job of the things that are not necessary and hinder us.
- Example: “if the tools are keeping classified employees will know where to find them.”



- In English “seiton” can be translated as “Straighten”.
- “Straighten” means to study how we can put everything in place and how we can quickly recover when we need it.
- Example: “in HR records, the folders of the employees are organized alphabetically for fast retrieval.”



- In English “seiso” can be translated as “shine”.
- “Shine” means that all company personnel, from the General Manager to a warehouse worker, strive to keep their workplace clean.
- Example: "All the office staff keeps their desk clean and tidy."



- In English “Seiketsu” can be translated as “standardize”.
- “Standardize” means to practice the 3 firsts S in the day to day business.
- Example: “All the employees classify, organize and keep clean their tools routinely.”



- In English “Shitsuke” can be translated as “sustain.”
- Employees must take ownership of the 5 S and be disciplined to make improvements continuously.
- Example: “employees always wear a high visibility vest when entering the warehouse.”



Why run the 5 S ?:

- The 5 S eliminates waste.
- The 5 S enhance the appearance of the company.



- Dirt and debris create extra work and represent a cost for the company.