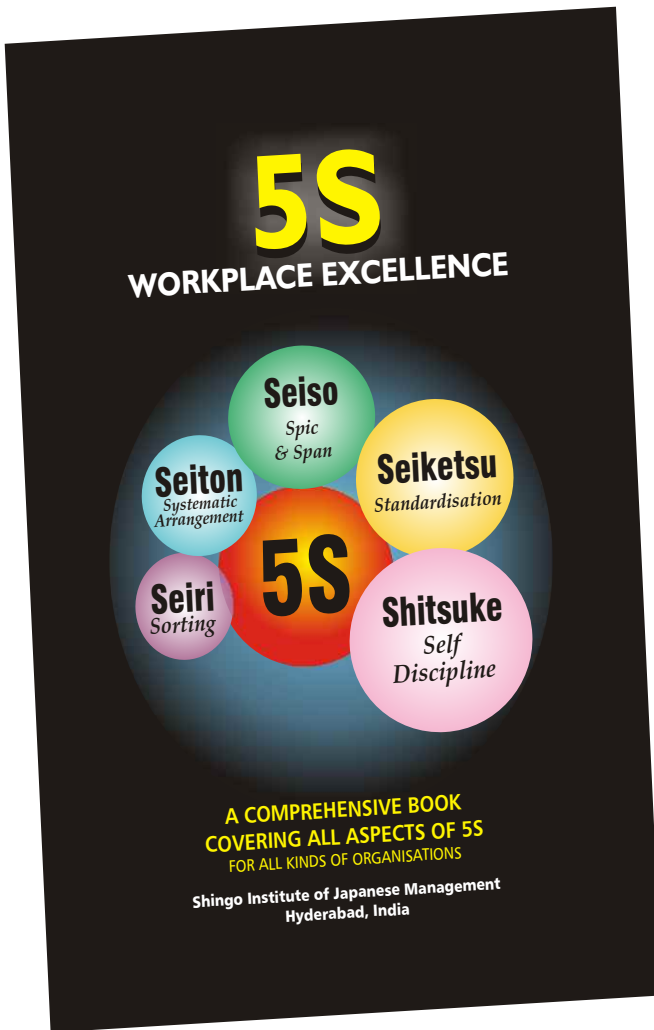


COMPREHENSIVE & POCKET BOOKS ON “5S : Workplace Excellence”



**Shingo Institute of
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A Comprehensive Book covering all aspects of 5S for all kinds of organisations



First Edition: March 2008
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I. CHAPTER-1: POWER OF 5S

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II. CHAPTER-2: DETAILS OF 5S

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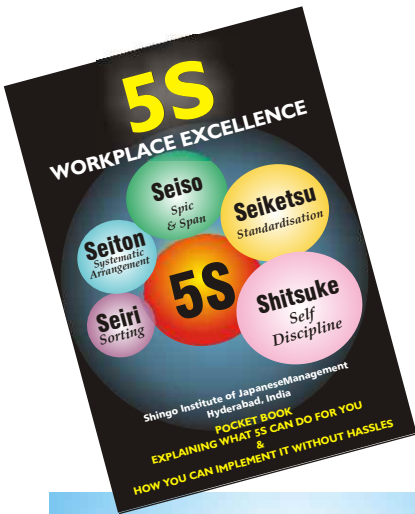
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What 5S can do for you

- ▶ 5S is the major weapon to bring about a cultural change.
- ▶ 5S means the manager delegates his right to think and judge.
- ▶ 5S lets workers manage their workplaces.
- ▶ 5S is a great equalizer.
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- ▶ 5S is an open window to assess organizational performance and improve it.

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1. Workplace
2. How Does One Earn Salary
3. Organisations Transform Through Workplace
4. Workplace Environment
5. What is 5S
6. Abnormalities
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8. 1st S : SEIRI (Sorting)
9. 2nd S : SEITON (Systematic Arrangement)
10. 3rd S : SEISO (Spic & Span)
11. 4th S : SEIKETSU (Standardisation)
12. 5th S : SHITSUKE (Self Discipline)
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15. About Shingo Institute

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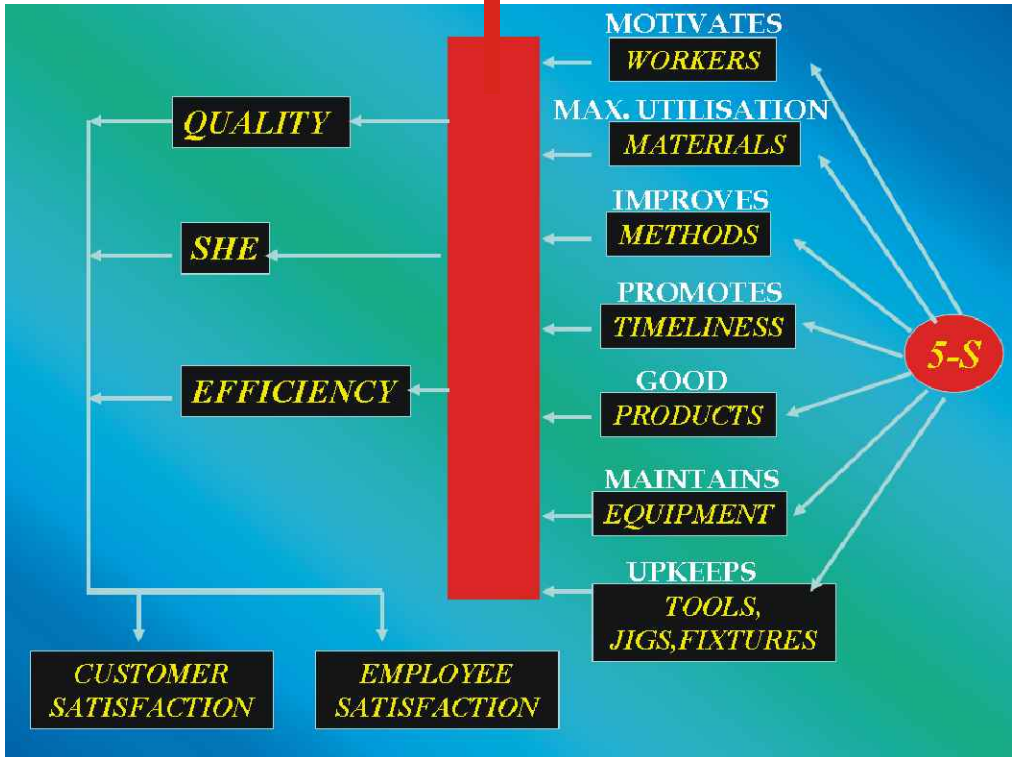
- ▶ 5S helps conserve scarce natural resources.
- ▶ 5S makes the entire organisation focus on 'Wastages'.
- ▶ Safety and Hygiene certain to improve with 5S
- ▶ When a company is concerned about profits, ROI, ROCE they would do well to immediately introduce 5S.
- ▶ 5S leads to constant value addition with less management intervention.
- ▶ Your Workplace reflects your personality.
- ▶ Magnify bad aspects, so that attention is drawn to it.
- ▶ Focus on Non-conformances.

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