



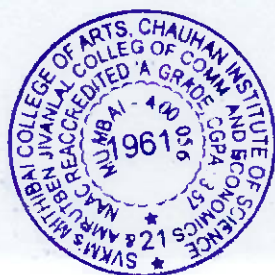
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KAIZEN TECHNIQUES 5S: A REVIEW OF LITERATURE

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ABSTRACT

In today's competitive world everyone wants to increase profit, reduce cost, improve productivity, reduce unwanted time in production, improve and satisfy employee etc... All this can be achieved through implementations of different techniques of kaizen. There are different kaizen technique and all the technique are best at their level. The objective of this paper is to understand and study kaizen techniques specially related to 5S. This paper discussed on different literature that have been published in the field of Kaizen 5S and present a Review of literature. This review of literature will help to the new researched for their further studies.

Keywords: Kaizen, Kaizen Technique and Kaizen 5S

INTRODUCTION

Kaizen is a word in Japanese and it means improvement for small or big, it may be one time or continuous. Improvement in kaizen is small and continuous but process give us ultimate result (Imai 2012). It has two words: Kai (change) and Zen (for the better) (Palmer, 2001).

The 5s stands for Seiri (Sort), Seiton (Strengthen/ set in order), Seiso (Shine), Seiketsu (Standardize) and Shitsuke(Sustain). The two most important elements are Sort and Set in Order. The success of improvement activities depends on them (Thomas 2009). It is a five-step technique for changing the minds of the staff and involving the whole organization in improvements process (Sarkar 2005).

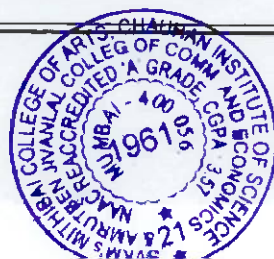
The some of the important techniques of Kaizen are: Gemba, PDCA/ SDCA- Plan Do Check Action / standardized Do Check Action, 3Ms (Muri, Mura and Muda), Poka-yoke (mistake proofing) , 5 Why, Andon (light), Jidoka (autonomation), KAIZEN Teian (suggestion system) etc...

Five Pillars of Kaizen 5S

- **First Pillar - Seiri (Sort):** It means remove all items from works place which are not essential (Thomas 2009). Its means that all the items which are of required for production or current activities should be removed.
- **Second Pillar- Seiton (Strengthen/ set in order):** In this pillar all the items are arranged and label so that it can be easily identified and put away if unwanted. So that the worker working at this level are at ease and doesn't waste time in finding the things they required.
- **Third Pillar Seiso (Shine):** In this stage work area are kept clean by sweeping, dusting, sanitizing etc... This should be an integral part of any organisation. This will help in keeping healthy environment.
- **Fourth Pillar Seiketsu (Standardize):** In this pillar first three processes are standardized and it should be the part of the routine business activities. This should be communicated to various people in the organisation.
- **Fifth Pillar Shitsuke (Sustain):** Process developed in above S4 should be maintain and continued over a time. The process so developed becomes the philosophy of the organisation.



Figure 1: Pillars of Kaizen 5S



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