

5 S Implementation

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Productivity Organization Chart

Chief executive officer

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graph TD; CEO[Chief executive officer] --- OC[Organizing committee]; OC --- F[Facilitator]; OC --- TC[Training committee]; OC --- AC[Auditing committee]; OC --- PC[Promotion committee]; OC --- QC[Quality cycle];
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Organizing committee

Facilitator

Training
committee

Auditing
committee

Promotion
committee

Quality
cycle

Organizing committee

- ▶ High level management
- ▶ Making productivity policy
- ▶ Decision making about source of finance
- ▶ CEO will be a President
- ▶ Other committee head will be members

Facilitator

- ▶ Monitoring training activities
- ▶ Get approval for development activities from organizing committee
- ▶ Coordinating other committees
- ▶ Leading productivity resource centre

Training committee

- ▶ Preparing productivity hand outs
- ▶ Providing training
- ▶ Preparing leaflet for training
- ▶ Identifying training needs and conducting training program
- ▶ Arrange training program from outsource
- ▶ Evaluating trainees after the training

Auditing committee

- ▶ Prepare auditing standard
- ▶ Prepare auditing related labels
- ▶ Audit monthly activities
- ▶ Reporting to high level management

Promotion committee

- ▶ Establishing productivity resource centre
- ▶ Preparing 5s hand outs
- ▶ Promoting 5s
- ▶ Prepare Seri list

Quality cycles

QUALITY CIRCLES

A quality circle is a group of work-force members, usually from within same work area or doing similar works, who volunteer to meet weekly (on company time) to address quality problems that occur within their work area.

