

# 5S NEWS LETTER

T S Alloys Limited

12.07.13

## 5S– In a Nutshell

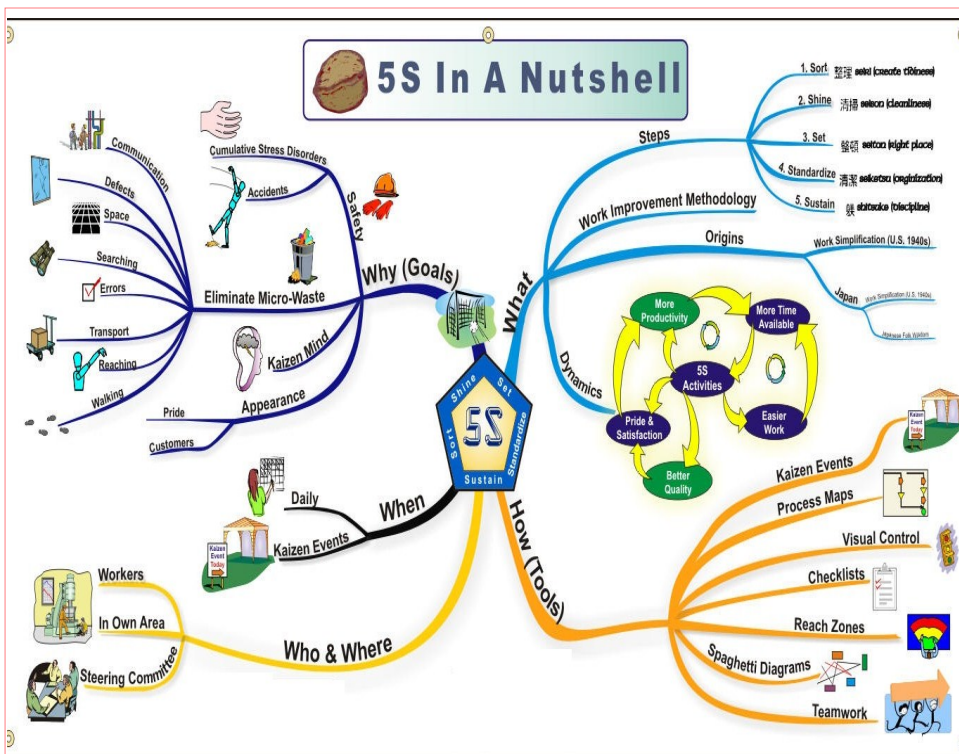
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### Special points of interest:

- Monthly review of Consumption of Stationary items started.
- Initiative taken for monitoring of welding electrodes and bearings.
- Best 5S area—HO
- Best Auditor– Mr. S Roy
- Best Trainer– Mr. R A Panigrahi



It represents 5S in a Nutshell describing 5 W and 1 H.

## New Initiative– Reduce Paper Drive



• The HO colleagues of TSAL have started a drive called “Reduce Paper Consumption”. To monitor paper consumption, paper packets

have been issued to individual departments at HO. The consumption pattern is being monitored. Again waste papers are reused by printing at its back. As per the material Issue Note from stores, the paper consumption has

reduced to only 5 no of packets in the month of June -13 from earlier 15 no of packets in the month of Apr -13. More over a pictorial display has been done near the printer so as to make the users aware of the Paper Drive.

## “Show Your Desk” Competition

To evaluate the Kaizen at office a competition called “Show Your Desk” will be done in the month of July-13. The evaluation will be done by 5 S core team over a span of around 10 days. In this competition the 5 S at each individual’s work station will be evaluated and the winner will be awarded.

The rules of the competition

1. It is an individual competition where work station of each individual will be evaluated against the 5 S criteria.
2. The completion will be done for 3 levels
  - A. For all site offices
  - B. For all individual work stations at Site office
  - C. For all individual work stations at Head Office

Office

## “Kaizen” Competition

A Kaizen competition will be done in the month of July 13. Every dept. is required to present the kaizen that they have done in the last quarter in a report form highlighting the monetary savings and the non-tangible benefits that they have incurred for the company. The Kaizen will be evaluated by 5S team headed by the GM (Admin & Services). The best kaizen group will be awarded.

Rules of the Competition

1. A team should consist a maximum of 5 members.
2. The last date for receiving the report will be 31st July.
3. A dept./ Section may give a maximum of 3 number of kaizen presentation.

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## 5 S for Office/ Work Station

5 S activities for office differ from 5 S activities at Production or maintenance site. 5 S activities at Office is all about innovating different prospects of making the work environment even more conducive. The 5S activities for offices can include the following listed down activities.

1. Setting up standards and check lists for house keeping of offices and toilets.
2. Setting up standards for maintaining files and records.
3. Every paper should go into a file and every file should have a paper.
4. Initiating methods to eliminate, reduce, reuse and recycle paper.
5. All the facility items such as doors, windows, chairs, door locks, Switches, tables, racks etc. should be identifiable, in good and working condition.
6. There should be displays of entry, exit and fire exit at strategic locations., visual displays of operation of machines.
7. Initiating methods to improve total man-hours.
8. Create a visual work place where employees can feel pride to be a part of it.