


## **'5S' Certification History of RCF:**

RCF being one of the largest coach manufacturing unit in the world, it has been putting in constant efforts for continual improvement in the field of Productivity and Quality by strengthening its systems and adopting new techniques. The efforts are on to establish RCF not only as one of the largest coach manufacturer, but also manufacturing coaches to the International Quality standards.

To compete at the international level of product Quality there is an imperative need to develop RCF's working culture to an international bench marking.

Rail coach Factory, Kapurthala in consultation with M/s Quality Circle Forum of India, Hyderabad has implemented Modern Quality Concept i.e. 5S (Workplace Management System) in three phases.

RCF is the first organization in Indian Railways to obtain the '5S' Certification (A Japanese concept for improving Work Place Efficiency) in year 2008.

First Phase	Paint Shop & SMS Shop	19.03.08	
Second Phase	Account office, Personnel Office, Purchase office, Shell Depot & M&C Lab.	29.05.08	
Third Phase	Entire RCF	July 2008 & continued onwards	

### **1. '5 S' (Work Place Management System):**

<b>1-S</b>	<b>SEIRI</b>	<b>Organization/Re organization</b>	Sort out (Wanted & Unwanted)
<b>2-S</b>	<b>SEITON</b>	<b>Neatness</b>	Place for everything and everything in its place (PEEP)
<b>3-S</b>	<b>SEISO</b>	<b>Cleaning</b>	It is a combination of 1S and 2S. During cleaning we automatically inspect as we have done 1S or 2S.
<b>4-S</b>	<b>SEIKETSU</b>	<b>Standardization</b>	Visual Management
<b>5-S</b>	<b>SHITSUKE</b>	<b>Discipline</b>	Practicing Good habits

## 2. **Basics of '5S':**

### **SEIRI: ORGANIZATION/REORGANIZATION**

- Organization or re-organization: to sort out unnecessary items in the work place. Things not belonging to that area to be removed from there.
- If repairing is required, separate them and get them repaired.
- If it has to be discarded, send it to scrap yard for further disposal.

### **SEITON: NEATNESS**

- Everything should have a place and everything should be in its place.
- Put the things neatly and in order.
- Decide the place, mark the place, put label on items. Arrange the items in such a way so that they can be picked up easily for use.

### **SEISO: CLEANLINESS**

- When we are doing cleaning, we are also inspecting simultaneously.
- Clean your work place completely so that there should not be any dust on the floor, walls, windows, desk, table, machinery etc.
- Cleaning should be done at Macro level first, and then individual item wise, and finally at micro level.

### **SEIKETSU: STANDARDIZATION**

- To develop Standards i.e. schedule for maintaining first 3 S.
- A weekly schedule for review of first 3 S is recommended.

### **SHITSUKE: DISCIPLINE**

- The ordered system which is achieved by implementation of '4-S' should be followed in such a way that, standard practices become a part of daily working. This will help to maintain high levels of work place management at all the time.

## 3. **Objectives of '5S':**

- Creating a neat and clean workplace.
- Systematize day to day working.
- Improve work efficiency.
- Standardize work practices.
- Improve work discipline.

## 4. **Advantages of '5S':**

- To get rid of unnecessary things.
- Maximum space utilization.
- All the roads and pathways remain clear which reduce accidents.
- Material can be easily retrieved.
- Employee's satisfaction and maximum involvement at all levels.
- Increase productivity.

- Better housekeeping and healthy environment.

## 5. **Advantages of '5S' at a Glance:**

### **SEIRI:**

- Saving in usage of space
- Removal of excess parts/ machines.
- Extra Space made available in filing cabinets/ shelf
- Easy access to things.
- Increase in safety.
- Preventing rusting or damage to materials.
- Inventory controls.
- Timely repair of equipments.

### **SEITON:**

- Helps reducing time consumed in searching materials for use.
- Creates work effectiveness.
- Improves work place utilization.
- Creates safety atmosphere.
- Easy to inspect and recognize when materials are taken out from their location.

### **SEISO:**

- Good neat and clean working place.
- Motivates for effective functioning.
- Increase the efficiency of machines and equipment.
- Increase in machines and equipment life.
- Creates safe environment and working condition.
- Reduction of wastage.

### **SEIKETSU**

- Proper and nice working areas.
- Helps in educating new persons joining the area on standard methods in practice.
- Reduce the breakdown.

### **SHITSUKE**

- Habit development to be self-disciplined.
- Healthy atmosphere.
- Improves safety and hygiene.
- Develops team work.
- Develops ability to think and analyze causes for short-comings.
- Develop a mind set for improvement and control (preventing recurrence).

## Glimpses of 5 S in Workshops at RCF, Kapurthala





## Glimpses of 5 S in Offices at RCF, Kapurthala





## Winners of best Workplace Management System (5S) Awards



## Closing meeting of 5S Surveillance Audit 2010





**Closing meeting of 5S Surveillance Audit 2011**



**Closing meeting of 5S Surveillance Audit 2012**



**Closing meeting of 5S Surveillance Audit 2013**







**Closing meeting of 5S Surveillance Audit 2014**



**Closing meeting of 5S Surveillance Audit 2022**



**Closing meeting of 5S Surveillance Audit 2024**



**Best CEO Award among Govt. & PSU to GM/RCF by M/S QCFI /Hyderabad at IIT /Kanpur**



