BENEFİTS OF LEAN OFFİCE

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ABSTRACT

"A place for everything, and everything in its place"
The 5S methodology is a universal and simple approach that works in companies all of the world. The Japanese developed this simple and easily understandable words .The philosophy of 5S at every aspect of their life and have made it a worldwide recognizable Lean Office eliminates waste and non-value-add activity, reduces costs and improves efficiency. First the paper identifies problems of work place .The aim of the paper is to find a middle way solution on a managing the work places at the end of the paper it will be included if there is any waste. A brief understanding of common areas of waste in an office or organizational setting will help lay the foundation for the recognition of waste.

INTRODUCTION

The paper tries to analyse the effective of 5s in work places. İt also includes the steps that should be emphasized while organazing and reenginering the work places . The objective is to help the target group on finding a good solution of the problem and progresing the actual model of lean office

The study focused on main problems of work places Any problems that may occur regarding the sustaining of 5S should be addressed through proper training and participation. Understanding 5S and building a culture helps to develop 5S into a management strategy. Taking 5S to higher level is only possible when the benefits of 5S can be fully valued.
Main questions
1-WHERE is the problem located?
2-WHEN will solution be implemented?
3-WHAT exactly is the problem?

METHODOLOGY

First it has been identifies the current problem of work place .Then there is identifies a fair definition .Under this definition are specified the characteristics problems.

LİTERATURE REVİEW

Lean developed initially as the codification of the Toyota Production System (Womack, Jones, and Roos 1990) and seen 'at home' in manufacturing is increasingly being utilised within the service sector (Womack and Jones 1996) Lean is first of all a human-based approach aiming to achieve a culture characterized by increased customer satisfaction through continuous improvement, in which all employees actively participate (Dahlgaard and Dahlgaard-Park 2006). Another way of looking at Lean is through the five 'Lean principles' (Womack & Jones, 1996).

5S is a popular housekeeping management tool within the Lean paradigm. 5S is intended for the physical work environment and is the simplest to implement for organizing, standardizing and maintaining the workplace (Kilpatrick, 2003) These are based on an underlying assumption that organisations are made up of processes, and through engaging with these five principles in a step-wise and sequential way organisations can work to add value, reduce waste and continuously improve ("kaizen") in an ever-repeating process (Radnor et. al., 2012). All agree that 5S is one of the best known methodologies for improving processes (Ho, 1999). reported applying 5S in the offices, the production line, inventory area, final assembly and the surrounding areas as well.

WHAT IS 5S

5S is a component of Lean Manufacturing. One of the fundamental steps to begin a successful Lean initiative is implementing 5S (Cooper, Malcolm G. Keif, Kenneth L. Macro Jr. 2007). Defined as the 5S System, the 5S concept was created by Hiroyuki Hirano (Lanigan, 2004) 5S stands for five Japanese terms: Seiri, Seiton, Seiso, Seiketsu and Shitsuke that are used as a platform for developing an integrated management system (Bamber, Sharp & Hides, 2000). For the sake of consistency these words, all starting with the letter S have been transliterated in English and an attempt has been made to find the appropriate'S' tenn in English (Ho, Cicmil, & Fung, 1995). The original goal of 5S was to improve efficiency and product quality. After decades of development by automotive manufacturers, the implementation of Lean, including 5S, resulted in improved productivity, quality and safety (Ohno, 1988)Summarizing and finding common ground from various authors' work it can be inferred that the five tenns sum up as:

1. Seiri - implies Sort or Organize
2. Seiton - implies to Set in Order or Systemize
3. Seiso - means to Shine or Scrub or Clean
4. Seiketsu - involves Standardizing
5. Shitsuke - implies Sustaining and imposing self-discipline to maintain it

Lean Office 5S

LEAN Office Is a work improvement methodology credited in large part to the work of Taiichi Ohno, father of the Toyota Production System, Lean Manufacturing and Lean Six Sigma. Lean Office eliminates waste and non-value-add activity, reduces costs and improves efficiency without sacrificing safety, value to the customer or customer service. The building blocks of LEAN Office include principles and methods such as Kaizen, 5S, Visual Controls, Metrics, and JIT (Just in Time).

There are a number of benefits to using the 5S System to reorganize your workplace:

A-It can help you save resources because it forces you to look at every tool and process that you're using. If any tools or processes are inefficient, you can change how you do things, or discard them. You also save resources by reducing storage costs and improving efficiency.

B- The system can help you to improve quality and safety, standardize processes, and improve morale. You and your team are likely to be more productive once you've used the system to change and reorganize your environment.

A brief understanding of common areas of waste in an office or organizational setting will help lay the foundation for the recognition of waste. No need to spend a great deal of time in this section, simply review and move ahead into Four Categories of Waste:

1. Information (multiple copies of a document, downloaded information that is never accessed, unread reports, excess verbiage, out-of date information)
2. Process (unnecessary steps, non-value add activities, bottlenecks, delays)
3. Assets in the physical environment (unused tools, binders, supplies, excess equipment, equipment in disrepair, clutter, trash, excessive stock, underutilized space)
4. People (inefficiencies in how people work such as time spent looking for things, doing things over, unproductive meetings, email jail, waiting for information needed to complete a task, overworked or overtired resulting in errors , defects and "do-over's")

One of the most developments in recent times is giving more importance to the Education sector and Education management. The education sector is a key to increase the effectiveness of teams and there by the organization. The 5S process increases morale, creates positive effective on customers, and increase efficiency and organization.

Flexibility, team work, increases morale, information, process etc. are necessary in the Education sector in present world. Hence there is a need to have a well organized work place organization methodology in every part of the organization among all other world class manufacturing technologies being implemented by companies across the world 5-S Housekeeping Index is the most appropriate one which can be used and implemented successfully in service sector.

CONCLUSION

This study followed the conventional sequence of 5S activities. Interchanging the sequence of the Set in Order and Shine phases might possibly save some more time in context of the actual activity. The results of this study emphasized both, the Set in Order and Shine phases of 5S through comparative pictures taken before and after the exercise. This is an effective way to visually highlight the improved appearance of the workplace. These results can be reinforced by recording measurable criteria such as time taken to locate items or cost of training personnel in a better-organized work place versus the previous .The 5S process increases morale, creates positive effective on customers, and increase efficiency and organization. Not only will employees feel better about where they work, the effect on continuous improvement can lead to less waste, better quality and faster lead times.

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