

# Pure Improvement



## How to become a “5S Best in Class” company?

5S encourage people through the use of “Standards” and “Discipline”. It is not just about housekeeping. 5S focuses on maintaining the standards & discipline in order to manage the organization.

### Benefits of 5S workplace organization

5S relates to workplace organization and forms a solid foundation upon which many organizations base their drive for continuous improvement. It is equally applicable & successful in all sectors and helps to achieve high impact results. It is a systematic and methodical approach which allows teams to organize their workplace in the safest and most efficient manner.

The discipline to check & repair equipment is included & adopted. The entire process is managed through the use of team generated audit documents, completed on an agreed upon frequency by responsible owners within the Gemba.

### What is “5S Best in Class”?

It is a certificate from Kaizen Institute which shows the highest level of dedication to “Standards” and “Discipline”. The certification process starts with a pre-audit, which shows the current status. A roadmap shows the steps and the way to become Best in Class. Audits support the change process and confirm that the process is on track. Once 95% is reached, a certification event will market relevant results.

***Kaizen Institute helps companies to create a culture of zero defects and Continuous Improvements.***



### 5S Best in Class (BIC) requirements:

At least 2 production areas and 1 production-related area (e.g. maintenance, R&D) must be audited and achieve "Best in Class" (reach at least 95% audit result).

At least 2 indirect/ administration areas (ex. Human Resources, Purchasing) must be audited and achieve "Best in Class" (reach at least 95% audit result).

Basis for the 5S Best in Class audit are the corresponding (production/office) audit questionnaires (the latest version).

## Improving the World with Everyone, Everywhere, Every Day – The KAIZEN™ Way

Over the last three decades, Kaizen Institute has been the leading provider of a sustainable, competitive advantage for all industries. Our clients achieve successful organizational transformations with a long term, people -based business excellence system. We help them improve quality, cost, delivery, service and motivation which leads to better results, growth and development. Our defined methodologies increase the ability to change and significantly transform the organizational culture.

We work with people at all levels to be equipped with the principles and tools necessary to enhance only value added activities. As a result, business goals and high values are achieved throughout the entire organization.

Kaizen Institute provides authentic, holistic and practical services worldwide. We serve our clients through consultation, training and certification programs, seminars and networking events, benchmarking and insight tours, award programs, and various publications including books, training materials and online learning.

### **Kaizen Institute Consulting Group, Ltd.**

Bahnhofplatz  
6300 Zug  
Switzerland  
Phone + 41 (0) 41 725 42 80  
[www.kaizen.com](http://www.kaizen.com)