



QUALITY WORKPLACE MANAGEMENT Using 7S

Quality Assurance Department

What is 7S?

- One of the methods of determining an organization's approach to its business is to evaluate its workplace organization capability & visual management standards.
- It is not just about housekeeping, but concentrating on maintaining the standards & discipline to manage the organization - all achieved by upholding & showing respect for the Gemba [workplace] every day.

5S engages people through the use of 'Standards' and 'Discipline'.



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What is 7S?

- A set of activities for the practice of GOOD HOUSEKEEPING.

Japanese	English	Tagalog
Seiri	Sorting	Suriin/Salain
Seiton	Systematize	Slansanin ng maayos
Seiso	Sweep	Sinupin/Silipin
Seiketsu	Standardize	Standard ay sundin
Shitsuke	Self Discipline	Sariling kusa
-	Safety	Kaligtasan
-	Security	Seguridad



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Importance of 7S

- Delivery of work is faster
- Quality of work is better
- Working is easier & safer
- Work is cost-effective

The Key Benefits of 7S

- Less Waste (Improved Efficiency)
- Reduced Space Used for Storage
- Improved Maintenance
- Improved Safety
- Better, More Committed Employees
- Improved Quality





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Sort (Seiri)

- Separate unnecessary items from the necessary items within your work area.

KEYPOINT:

keep what is **IMPORTANT, NECESSARY AND USEFUL!**

Systematize (Seiton)

Arrange necessary items according to:

- Flow of operation
- Frequency of use
- Minimum movement of user

3 keys to Organizing:

Anybody/Immediately

- Can See
- Can take out
- Can Return



Sweep (Seiso)

- Clean the workplace regularly. Do not wait until things get dirty.
- Make cleaning everyone's responsibility.

Standardize (Seiketsu)

- Consistently practice standards given for maintaining good work environment.
Do not go for “DOING IT MY WAY”.
- Assign persons who will ensure that standards are consistently observed.

Self-discipline (Shitsuke)

- Reflect on your attitudes, habits and appearance and how they affect the condition of your workplace.



Safety

- Create a safe work environment for the prevention of injury.
- Safety is everyone's responsibility.

Security

- Ensure the premises are properly secured during non-business hours, and limit access to employees that are accountable for security.
- Limit the use of personal laptops, flash drives, hard drives, and other removable media on the network.



REMEMBER

CLEAN
AS
YOU
WORK!



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Quality Workplace Category



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Quality Workplace Category

1. **Personnel**
2. **Office**
3. **Comfort room**
4. **Pantry**
5. **Lobby**
6. **Conference room**
7. **External**
8. **Warehouse**
9. **Programs**
10. **General**



Quality Workplace Audit Checklist



QWP Audit Checklist: Personnel

Std No.	Group	Checkpoint	Standard
1	PERSONNEL	1.1 Over all grooming of personnel	Personnel is neat and clean
		1.2 Dress Code	<p>Office:</p> <ol style="list-style-type: none"> 1. Employee ID worn at all times 2. Wear smart casual based on HR Memorandum: <p>Monday-Yellow Polo shirt w/ Pants Tuesday-Red Polo shirt w/ Pants Wednesday-Black Polo shirt w/ Pants Thursday & Friday-Smart Casual Attire Saturday-Wash day</p> <p>Warehouse: Inorganic personnel shall wear: Yellow polo shirt Pants Safety shoes Reflector Hard hat (if needed)</p>



QWP Audit Checklist: Office

Std No.	Group	Checkpoint	Standard
2	OFFICE	2.1 Tables and Chairs	<ol style="list-style-type: none"> 1. Tables and Chairs are clean, dry, free from dust and has no unnecessary items at the end of the day 2. Office chairs are used for all staff, not monoblocks 3. Unworn jackets/blazers/sweaters is neatly placed on the back rest 4. Only one small pillow is placed on top of chair 5. Chairs squarely tucked under the table and only pillow (if any) left on it
		2.2 Pedestals	<ol style="list-style-type: none"> 1. Pedestals have a proper label T1-D1 T1-D2 PERSONAL 2. Drawer 1 and Drawer 2 are only used for storing/filing office supplies, documents, manuals, small equipment 3. Pedestal is closed when not in use



QWP Audit Checklist: Office

Std No.	Group	Checkpoint	Standard
2	OFFICE	2.3 Computers and Laptop	<ol style="list-style-type: none"> 1. Computers/Printers are properly switched off after work 2. Keyboard is tucked under the monitor after work 3. Table top of equipment are clear from papers, files/documents, CDs and office supplies 4. Excess papers are stacked/labeled inside drawers 5. Screens for computer monitors are post-it free 6. Fax machine is in good condition 7. No post it note posted on computer screen/laptop screen
		2.4 Bulletin Board/Cork Board	<ol style="list-style-type: none"> 1. Corkboards attached with standard cork pins 2. Corkboards are not full of post it pad/paper and shall be organized according to its use
		2.5 White Board	<ol style="list-style-type: none"> 1. Whiteboard is cleaned every after use 2. Whiteboard markers and erasers are properly arranged
		2.6 Filing Cabinets/Racks	<ol style="list-style-type: none"> 1. Documents are properly arranged 2. Used only for storing/filing office supplies, documents, manuals, small equipment 3. Files/documents are arranged and labeled inside drawers/cabinets 4. Food and valuables not stored inside
		2.7 Water Dispenser	<ol style="list-style-type: none"> 1. Free from dust 2. With water supply
		2.8 Vault	Closed and locked at all times



QWP Audit Checklist: Comfort Room and Pantry

Std No.	Group	Checkpoint	Standard
3	COMFORT ROOM		<ol style="list-style-type: none"> 1. Exhaust fan is working 2. Floor and mirror are clean, dry and stain free 3. Drainage is free from foreign matter 4. Liquid soap is available 5. Wash area is leak free, with working faucets and no foul or cigarette odor 6. Flush is working and with adequate supply of water 7. Door is kept closed 8. Used tissue are properly thrown in the trash bin 9. Bowl is clean and flushed every after use 10. With cleaning materials (for bowl, floor)
4	PANTRY	4.1 Sink	<ol style="list-style-type: none"> 1. With working faucet 2. With adequate supply of water
		4.2 Microwave	Clean, working, with no presence of pest and no foul odor
		4.3 Refrigerator	Clean, working, with no presence of pest and no foul odor
		4.4 Cabinets	Clean, working, with no presence of pest and no foul odor



QWP Audit Checklist: Lobby and Conference Room

Std No.	Group	Checkpoint	Standard
5	LOBBY	5.1 Couch	Clean and free from pest and has no peel offs
		5.2 Aircon	1. All units are properly maintained and in good working condition 2. Remote is working with remote holder
		5.3 Floors	Floors are easily clean, tiles are free from cracks, and open joints.
6	CONFERENCE ROOM	6.1 Aircon	1. All units should be properly maintained and in good working condition 2. Remote is working with remote holder
		6.2 Table and Chairs	1. Tables and Chairs have a proper label 2. Table is clean and free from unnecessary items at the end of the day 3. Chairs squarely tucked under the table



QWP Audit Checklist: External

Std No.	Group	Checkpoint	Standard
7	EXTERNAL	7.1 Floor	Floors are clean, free from cracks, and open joints.
		7.2 Bundy Clock	Functional and clean and has a electrical outlets
		7.3 Guard House	1. Full 360° visibility 2. Glass door with lock
		7.4 Parking Lot	Guarded and safe
		7.5 Smoking Area	Shall have a Cigarette Urns & Ashtrays



QWP Audit Checklist: Warehouse

Std No.	Group	Checkpoint	Standard
8	WAREHOUSE	8.1 Racks/Pallets	1. Racks & Pallets are clean and free from possible contamination 2. Correct storage & stacking conditions are observed; No overstocking 3. Proper segregation of food & non-food materials is observed 4. Locator Map is available & updated
		8.2 Warehouse equipment	All equipment (forklifts, jack lifts, pallets, etc.) are clean and working
		8.3 PPE	1. All personnel wear protective clothing/equipment and footwear 2. Not worn outside facility during breaks
		8.4 Line paint	Must be marked and must be visible and wide enough to provide safe clearance in areas with mechanical equipment, loading docks, doorways and turning areas.
		8.5 Signages & Compliance	1. No personnel observed/with evidence of smoking, eating, drinking & spitting inside the WH area 2. "No Smoking, No Eating, No Drinking, No Spitting" signs are posted



QWP Audit Checklist: Warehouse

Std No.	Group	Checkpoint	Standard
8	WAREHOUSE	8.6 lights	1. All lights in Storage areas have shatterproof diffusers or cover. 2. Adequate lighting is provided
		8.7 Receiving/Loading areas	Receiving/Loading areas or docks are in good condition and with canopy
		8.8 Doors & Plastic Curtains	Doors are aligned, no damage and always kept closed Strip or air curtains are used to prevent entry of pests if closing of doors is impractical
		8.9 Testing Equipment	1. All testing equipment/ temperature monitoring device used in warehouse/ storage are clean, functional and calibrated regularly with Calibration schedule and records 2. Preventive Maintenance for all equipment is implemented 3. PM records are available & complete 4. All other equipment are clean, with no missing parts and functional. No running repairs inside the warehouse



QWP Audit Checklist: Programs

Std No.	Group	Checkpoint	Standard
9	PROGRAMS	9.1 Safety and Risks	<ul style="list-style-type: none">1. Active and effective safety program (first aid, fire, flood, typhoon & earthquake)2. Accident records are available, with no incident of disabling injury3. There is a Business Continuity/ Contingency Plan/ Program4. Earthquake and fire drills are done annually
		9.2 Pest Control	<ul style="list-style-type: none">1. Pest Control Program is established Service records are available & updated Note: Pest Control Program should be in place (80% prevention & 20% elimination). All chemicals used are registered with FDA/FPA.2. Master Cleaning & Sanitation Program are available, monitored and implemented3. Documents are available & complete



QWP Audit Checklist: General

Std No.	Group	Checkpoint	Standard
10	GENERAL	10.1 Ceiling	Free from dust and cobweb
		10.2 Floors	1. Floors are clean, free from cracks, and open joints. 2. No unnecessary/personal things blocking the pathways
		10.3 Walls/Partitions/ Dividers	Walls & ceilings are clean, in tack and have no leaks/ gaps/ cracks/ peel offs/ rust or flaking paints
		10.4 Safety and Security	1. Fire extinguisher is checked by provider annually. Locking pin is intact and the tamper seal is unbroken. No damage, corrosion, leakage, or clogged nozzle. 2. Emergency light is present and working. 3. Exit points are not obstructed 4. System in place to ensure restricted access to critical areas Security measures are in place



QWP Audit Checklist: General

Std No.	Group	Checkpoint	Standard
10	GENERAL	10.5 Generator	Present and working
		10.6 Windows	Windows & other openings are closed and fitted with insect-proof screen, no damage, and clean
		10.7 Aircon/Fans	1. All units are properly maintained and in good working condition 2. Remote is working with remote holder
		10.8 Pest Control/Hygiene	1. Storage areas are pest- and pets-free and free from possible pest harborage 2. Garbage is collected regularly 3. Used tissue for office, comfort room, warehouse, etc., is properly thrown in their designated trash bins 4. Good housekeeping is observed at all times





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LET'S MOVE. NOW.