



# 5S-KAIZEN TRAINING FOR NLC

JICA Rice Project Output4  
January/2023

## What is the **5S**?

5S is the name of a workplace organization methodology that uses five Japanese words. These Japanese words have been converted in English to **Sorting, Setting-in-Order, Shining, Standardizing and Sustaining the Discipline.**

(Source: KEYENCE,

<https://www.keyence.co.jp/global/special/other/course/english/40/>

**"Sorting"** means to keep only essential items and eliminate things not required.

**"Set-in-Order"** means there should be a place for everything and everything should be in its place. And the places should be easily-accessible.

**"Shining"** means to clean the workspace and all equipment, and keep it clean.

(Source: KEYENCE

<https://www.keyence.co.jp/global/special/other/course/english/40/>

**"Standardizing"** means to maintain the Sorting, Setting-in-Order and Shining.

**"Sustaining the Discipline"** means to accustom everyone to follow set rules and procedures.

**Implementing the 5S** will lead to increase in productivity, safety and quality of products.

(Source: KEYENCE

<https://www.keyence.co.jp/global/special/other/course/english/40/>

# 1-(1). Sort :Dispose of unnecessary



# 1-(2). Sort :Dispose of unnecessary



## 2. Set-in-Order :Setting up the necessary materials in convenient places



2024/11/28

# 3-(1). Shine: Clean and inspect



# 3-(2). Shine: Clean and inspect



## 4. Standardize: Keep clean

**"Standardizing" means to maintain the Sorting, Setting-in-order and Shining**

## 5. Sustain : Customizing the four (S)

**"Sustaining"  
means to  
accustom  
everyone to  
follow set rules  
and procedures**



➤ PDCA Cycle Management consists of

**P: Plan : Set targets and objectives, and formulate the action plan.**

**D: Do : Carry out the plan**

**C: Check : Verification within execution. If didn't conduct as plan, should analysis the factors.**

**A: Action : Based on the verification results, consider what measures and improvements should be conducted.**

# JICA's Project Evaluations at a Glance

To improve its projects (learning) and ensure accountability to stakeholders, JICA evaluates each project and conducts comprehensive and cross-sectoral thematic analyses.

## Project PDCA Cycle and Project Evaluation

JICA evaluates projects based on the four-stage PDCA cycle for project management, namely: pre-implementation (Plan), implementation (Do), post-implementation (Check) and feedback (Action).

### Accountability

JICA ensures accountability via ex-post evaluation (refer to pp. 4-5).

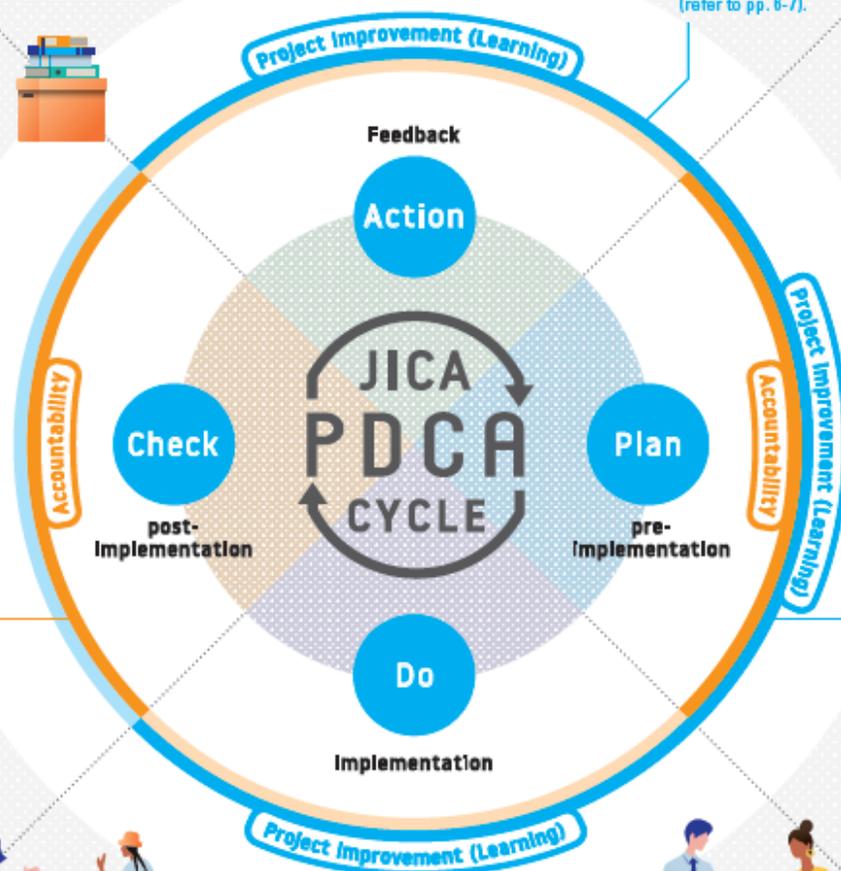
## Ex-post evaluation

JICA ascertains and evaluates especially whether the activities conducted through the project were appropriate for achieving the development effects and which effects were actually achieved by the project.

## Feedback (Action)

JICA utilizes evaluation results to follow up on past projects as required and leverages this information as feedback to formulate similar future projects (by sharing evaluation results to improve future activities as required).

At the feedback stage (Action), JICA shares feedback to improve projects (Learning) (refer to pp. 6-7).



## Ex-ante evaluation

At the planning stage, JICA confirms the priority/necessity and expected effects of the project and sets indicators and targets to measure the effects both during and after project implementation. At the same time, JICA makes sure that lessons learned from past projects are properly reflected in the project.

## Project Improvement (Learning)



## Monitoring

JICA observes whether the project activity is progressing as planned and whether outcomes have been properly achieved as well as adjusting the trajectory as required.



(Source: JICA Web site)

## ➤ Definition of KAIZEN

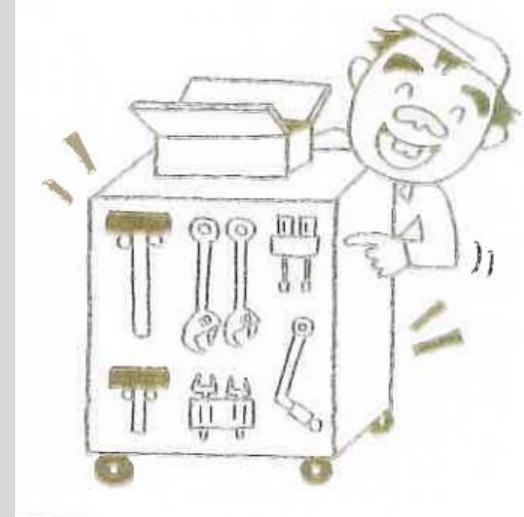
- 1) Choice of means, change of method
- 2) make small changes
- 3) Correspondence to realistic constraints

## ➤ Steps of KAIZEN

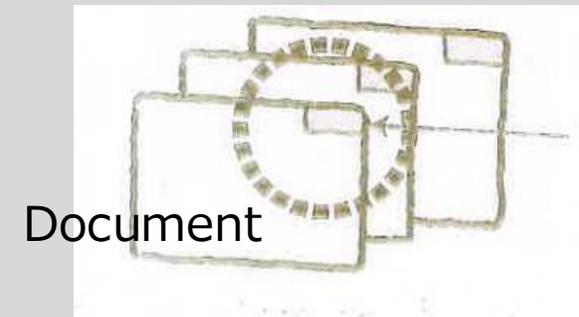
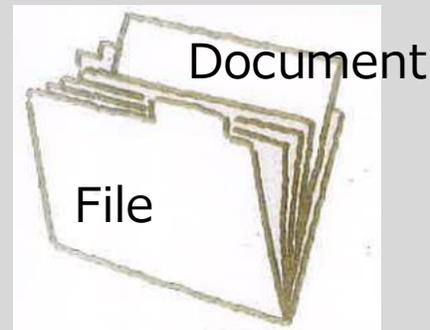
- 1) Focus (Problems)
- 2) Ideas (How to improve)
- 3) Execution (improvement implementation)

## ➤ Examples of KAIZEN

1) Hang only frequently used tools in front of the cart



2) Make some effort to organize your files



# 5S-KAIZEN