1.Scope: Applies to the whole of Power System Network of POWER GRID COMPANY OF BANGLADESH LTD.

2. Purpose: To establish a system for improved work environment as a preventive measure. Specific purposes are as follows.

a. To establish good house keeping
b. To improve productivity
c. To establish good management
d. To enhance morale
e. To ensure good maintenance
f. To ensure good quality
g. To promote voluntary activities

SL. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq./Time	Output
1.0	5-S Techniques				
1.1	**Definition:** In PGCB, 5-S's will be considered as Japanese "Seiri", "Seiton", "Seiso", "Sheiketshu" and "Shitsuke". Their meaning will be considered as follows: **SEIRI**: Distinguishing between necessary and unnecessary and getting rid of what is not needed. **SEITON**: Establishing a neat layout such that one can always get as much of what is needed, when needed. **SEISO:** Eliminate trash, filth and foreign matter to have a cleaner workplace. Cleaning as a form of inspection. **SEIKETSHU:** Keeping everything organised, neat and clean. Standard to maintain. **SHITSHUKE:** Doing the right thing as a routine matter. Those techniques will be interpreted and implemented in true spirit as outlined in the 5-S Handbook of Bangladesh Society for Total Quality Management.		Respective Head of Office, GM's, MR, Heads of GMD's,		Preventive Measures
1.2	**Characteristics:** 5-S's will be treated as basic activities to improve, quality of performance, maintenance and house keeping.		--	--	--
1.3	All employees and officers of PGCB from top to bottom will be aware of those techniques.		--	--	--

Reviewed by (MR):

Approved by (MD):

SL. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq./Time	Output
1.4	Outcome of implementation of **SEIRI** will be to have workstations having necessary materials & tools needed to perform concerned task. All unnecessary items and excess quantities to be removed from the workplace. It will be ensured that unnecessary do not enter the workplace again.		Respective Head of Office, GM's, MR, Heads of GMD's,		Reduced wastage
1.5	**SEITON** will eliminate search and ensure an organised layout such that required items are readily available. All necessary items will have a fixed place to keep and everything will be kept at predetermined places.		do		Eliminate search, improve productivity,
1.6	Through **SEISO** it will be ensured that all necessary items kept at predetermined places are in a ready to use condition. Those will be regularly cleaned. Entire work place will be maintained clean and tidy. Sources of dirt, filth will be identified and eliminated from the source.		do		Establish primary condition for quality, and maintenance
1.7	All activities under SEIRI, SEITON and SEISO will be standardised and visualised for clear understanding to wrong operation and accident.		do		Understanding of norms, correct operation, prevent accident
1.8	Everybody will be trained and involved in a manner so that things are carried out appropriately as a routine matter. Everybody will develop the habit to follow rules and procedures.		do		improved attitude for change
2.0	**Working Steps:** All employees will be trained on 5-S.		Respective Head of Office, GM's, MR, Heads of GMD's,	at the start & whenever necessary	– Training/ briefing sessions – Distribution of leaflet/ handout/ books
2.1	Respective Heads of Office/ GMD will be responsible to effectively implement 5-S within his jurisdiction.		Do		
2.2	In implementing 5-S all employees and officers and QC Circles belonging to the concerned office will be involved. 5-S will be teamwork.		do	As and when necessary	Strong circle activities
2.3	Chief/ Head of respective offices will inspect 5-S activities at least four times in a year.		–	–	–

SL. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq./Time	Output
	Evaluation:				
3.0	Steering Committee at various offices will monitor progress of 5-S activities.		Functional Heads, MR	At least three times in a year	Organised Workstations & Offices
3.1	A panel of independent judges will evaluate the progress of 5-S activities.		Functional Heads, MR		
3.2	Each year best 5-S performing workstations or quality control circles will be rewarded. Such competition may be considered within (i) GMD's, (ii) various sections at Head Office and (iii) other offices.		Functional Heads, MR, Steering Committee	Once a year	Motivated Employees
3.3	Steering Committee will form teams of independent judges for each category as stated above.		Functional Heads, MR		
3.4	Judges will audit in relevant work places following standard checklist prepared by them.				
3.5	Points obtained by each division or office will be notified.				
3.6	Best divisions/ offices securing more than 70% as annual average will be rewarded. Steering Committee will decide the reward.		CEO, MR, Steering Committee		Motivated workforce
4.0	**Action for Improvement**		–	–	–
4.1	Panel Independent judges will suggest actions for improvement whenever necessary		CEO, MR, Steering Committee		improvement
4.2	Steering Committee will develop action plan to strengthen 5-S activities on the basis of evaluation		CEO, MR, Steering Committee		improvement
5.0	5S Activities will be reviewed from time to time.		Steering committee Functional Heads	–	Skill in circle Activities.
5.1	On the basis of review training and orientation program will be organized.		do		do

Reviewed by (MR):

Approved by (MD):