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Metodología de las 5S de la Calidad en ONPE

El objetivo de las actividades de esta metodología es el lograr el cumplimiento oportuno, y adecuado a las necesidades de los usuarios de los servicios que se ofrecen en las oficinas de atención al ciudadano, a través de la aplicación de las 5S de la Calidad. Esta metodología se fundamenta en la aplicación de los principios de las 5S de la Calidad, que son: Clasificar, Organizar, Limpiar, Estandarizar y Disciplina. Estas actividades se realizan de manera conjunta y simultánea, para lograr el cumplimiento de los objetivos de esta metodología.



Diagrama de flujo de la Metodología de las 5S

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The 5s program, also known as the five senses, is a methodology that aims at the total quality of a management, so much below being for companies. Managing an entire department is not an easy task and in the current context, it is known that strategy is the best way to optimize operational activities and focus on the creative part. This vision is that it provides modern enterprises with the competitive differential of what is spoken so much. The 5s programme, in this scenario, can be implemented with a view to improvements that have fundamental principles common to human and professional development. For this reason, it also represents an opportunity for HR of organizations. If you want to better understand this concept and how it can make a difference for your company, in this article we bury the main information about the 5s explosive program to help you. Look! What is program 5s? The 5S program was born in Japan and is based on five principles that try to change attitudes, behaviors and, consequently, the whole organizational culture of society. The continued and insistent practicality of this proposal promotes an intense internal change that, much to create a culture of good habits within the organization, also promotes an increase in the flow of information between the teams. In short, this methodology can make processes more functional and effective. More detailed than the five principles themselves, are: 1. Seiri (separation) this sense is related to the ability to separate what is really useful from what is not necessary. This vision avoids waste within the company because © will know how to use the more balanced features you have. "In other words, time, intelligence, raw raw and money are used correctly. The impact of this in routine is more conscious employees of their materials and classifying equipment, tools, tools, information and by order of importance and necessity. It should be remembered that humans have a natural tendency to accumulate more things that they really need, and this greatly disrupts the exercise of any activity, especially at work. 2. Seiton (ordinance) This second main works as a complement to the first. Defining the right place for each article and maintaining an organized working environment is an efficient and simple way to optimize work. This because © it is no longer necessary to waste time looking for something, because © She has already defined her place and everyone knows where to meet her. "This organization also avoids the stress caused by the constant difficulty of accessing something that it needs, often with urgency. Therefore, given the selection of articles that are useful for the use of the department, it is necessary to order everything according to an order of importance that must comply with some specific criteria, such as or: use frequency, type of material; storage facility; easy access; Preference of use of older items, the function of the material within the work; is 3. SEISO (cleaning) The sense of cleanliness is exactly what it suggests. Furthermore, it is well known that working conditions directly affect the productivity of those who need to be there. Rather than cleaning up obstacles, the proposal is to promote learning, creating a culture of maintaining good conditions in the place. And q uindi, it is much more than eliminating the dirt of the material of the environment, but acting against any kind of irregularities, are sounds, sounds, smells and lighting. This phase is also complementary to the previous one because © should follow the principles to keep the place clean and organized as proposed. 4. Seiketsu (standardization) This object is a reflection of the evolution achieved here. After the success of the implementation of the first three It is important to make them a model to follow. This means that the organization standardizes processes, creating interna l inspection routines for organization and cleaning, using formal communications if judged. Five. Shitsuke (Discipline) This is the last phase of program 5s and one of the most important. This is the discipline necessary for the process implemented to be successfully fulfilled. Here, what is expected is that the organization has felt a real interna l restructuring, giving space to a new culture in which good habits are already part of the routine. Moreover, we can say that this phase also involves self-discipline and respect for the next, because © Each individual in a particular workplace should be aware of their role in the programme. In other words, each employee must devote himself to observing and following rules, rules, procedures and meeting specifications, are formal or not. Finally, this is not necessarily the end of programme 5S. The implementation of this methodology depends on constant maintenance, promotion of audits and suggest improvements as identified. How can the 5s program help HR? Based on the contextualisation of each of the steps and principles of Programme 5s, it is not difficult to understand how this strategy can help the HR strategy. The program has the function of optimizing work in all areas of the Society and this, without doubt, makes it very easy to work in the management of people, which aims to promote a more integrated and organized culture. Methodology 5S, HR will be: better adapt to the position of the sectors; improving internal communication and the flow of information between them; Contribute to a more pleasant and healthy working environment; Investing in employee satisfaction; Reducing the possibilities of stress at work; Reducing the possibility of accidents at work; Internal teams; Optimize operational activities. Did you enjoy meeting the 5s program? You may also like: by:

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