



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

17 September 2021

MEMORANDUM NO. CCDP 2021 – 336

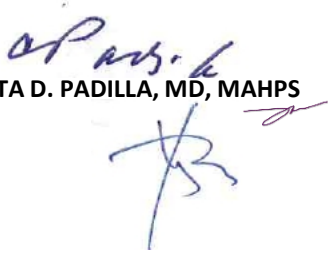
FOR : DEANS, DIRECTORS AND HEADS OF UNITS  
ISO Working Team (ISO Focal Persons, Document and Records Custodian, Internal Quality Management System Auditors, Pollution Control Officer, and Safety Officer), Faculty and Staff

SUBJECT : 7S Week and Submission of Risks and Opportunities Assessment for the 3<sup>rd</sup> Quarter of 2021

In line with the implementation and continual improvement of the Quality Management System of UP Manila, please be reminded of the following activity/ deliverable:

| Activity/ Deliverable   | Particulars   | Date                                |
|---|---|-------------------------------------|
| 1. 7s Week  | a. Practice 7S (See attached Pamphlet/ learning material for your reference)<br>b. Take Before and After Photos<br>c. Upload the photos in your designated google drive   | September 27 to October 1, 2021     |
| 2. Submission of Risks and Opportunities Assessment for the 3rd Quarter of 2021 (Date: As of September 30, 2021)<br>a. ROA – Business Process<br>b. ROA – Needs and Expectations of Internal and External Parties<br>c. ROA – Organizations Context | a. Review the Action Monitoring Plans and update as necessary.<br>b. Email the excel sheet and pdf file to Ms. Melody Jane L. Rojo @ <a href="mailto:mlrojo@up.edu.ph">mlrojo@up.edu.ph</a><br>c. Ensure that the pdf file is signed by the designated functions.<br>(Items “Prepared by” and “Reviewed by” only) | Submit on or before 08 October 2021 |

For your guidance, information, and compliance.

  
CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor

# UP Manila ISO certification



7S

Sort, Set in order, Shine, Standardize, Sustain,  
Spirit and Safety

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# The Origins of 7S



## History

7S started out as 5S. 5S is a concept that was supposed to have started as early as the 16<sup>th</sup> century and Venice shipbuilders to streamline the assembly process (brihthubpm.com). Some articles claim that after World War II, it was Japanese Sakachi Toyoda, his son, Kiichiro Toyoda and Toyota engineer Taiichi Ohno who developed the methodology out of the concept. Other articles say that it was Hiroyuki Hirano, also in car manufacturing.

## Application and usage

5S is used so that an institution can/will:

1. Reduce waste
2. Control costs
3. Organize or re-organize properly
4. Improve the quality standards
5. Promote safety
6. Drive continuous improvement



(safetyculture.com)

# 7S

- 7S is an expansion of 5S

$$5S + \text{Spirit} + \text{Safety} = 7S$$

- 5S: Sort, set in order, Shine, Standardize, Sustain

- SPIRIT:

- We would like to see employees across all levels who are engaged in the workplace. They are not there just to make a living. They are there to grow, learn, teach, train and contribute in as many ways possible.

- SAFETY:

- In this case, safety means a safe working environment

- It makes no sense for people to be at risk (both physical and mental) whenever they report for work. Employers, organizations and institutions should be doing what is in their capacity to ensure a safe working environment.

# Sort

- Sorting through all items and removing all unnecessary items from the location.
- Goals:
  - Reduce time lost looking for items
  - Simplify inspection
  - Increase useful, available space
  - Increasing safety by eliminating obstacles
- Includes:
  - Separating the essential from the non-essential items
  - making soft copies of documents then disposing the hard copies or vice versa as the case may be

In other words, do not be afraid to throw away what needs to be thrown away.



# Set in order

- Designate an area for all materials that remain or were kept
- “A place for everything and everything in its place” – Benjamin Franklin
- Putting all necessary items in the optimal place for fulfilling their function in the workplace, e.g. placing often-used items within easy reach
- Goal: making the workflow smooth
- Useful tip:
  - Being environmentally aware is included here. Something as simple as sorting into “recyclables” and “non-recyclables” will go a long way.
- Tasks:
  - After sorting items (as above), arrange the sorted items
  - Label all items
  - Assign fixed locations for these item

In other words, it is best to start with a clean slate.

# Shine

- Sometimes dubbed “sweep”
- Involves cleaning the work area and its components.
- Goals:
  - Prevention of deterioration
  - Maintaining a pleasing workplace
  - Keeping the workplace safe
  - When in place, anyone not familiar to the environment must be able to detect any problems within 50 feet in 5 sec.
- Includes:
  - preventive maintenance of equipment and infrastructure
  - cleaning and inspecting the workplace on a regular basis

In other words, a clean, organized workspace will make our work easier.



# Standardize

- Goal: Establishing a system to maintain and make 5S a habit
- Includes:
  - Developing a work structure that will support the new practices and make it part of the daily routine
  - Ensuring everyone knows their responsibilities of performing the sorting, organizing and cleaning.
  - Using photos and visual controls to help keep everything as it should be.
  - Review the status of 5S implementation regularly using audit checklists.
- This can mean having a schedule of sorting and cleaning or having a checklist of daily, weekly and monthly activities.

In other words, consistency is key.





# Sustain

- Also can be understood to be “self-discipline”
- Goal: Ensure that the 5S approach is followed
- Includes:
  - Organizing training sessions
  - Perform regular audits to ensure that all defined standards are being implemented and followed
  - Implement improvements whenever possible
  - When issues arise, identify their cause and implement the changes necessary to avoid their recurrence

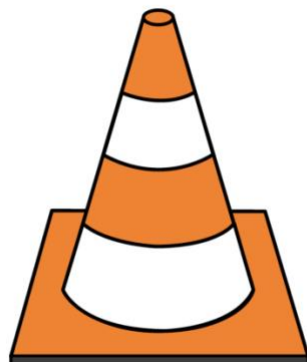
In other words, the 7S process is not a one-time thing and has to be repeated regularly for it to work properly.



# Safety

- While there is no way that a workplace can be 100% safe, all efforts should be made to move toward that goal.
- There are government regulations regarding safety (eg. fire extinguishers, fire exits) but it does not have to stop there. Organizations can enhance their own safety and there are many ways to possibly do this:
  1. proper signage and floor marking
  2. adequate lighting
  3. proper labelling
  4. back-up generators

In other words, if your workers do not feel safe showing up to work, there will be no workers to speak of.



# Spirit

- A company, organization or institution is run by people who theoretically have similar goals. Sometimes, though, this is not enough to keep a group together. Do not underestimate the role of spirit in the sustainability of an institution.
- Spirit may mean loyalty, love, dedication, camaraderie, or even stubbornness.
- We've heard *puso* being used in team sports. Well, it is applicable here too.
- In other words, our greatest motivator should be the welfare of the university that we all work for.



## References:

- [https://en.wikipedia.org/wiki/5S\\_\(methodology\)](https://en.wikipedia.org/wiki/5S_(methodology))
- <https://quality-one.com/5s/>
- <https://www.brighthubpm.com/monitoring-projects/70488-history-of-the-5s-methodology/>
- <http://www.mimet.edu.my/qe5s/index.php/arkib/73-the-origin-of-5s>
- <https://www.slideshare.net/BeenaEdward/7s-73144515>