

sky group

5S POLICY

Introduction

SKY GROUP is committed to implementing and sustaining the **5S methodology** across all operations. By following 5S principles, we aim to create a safe, organized, and efficient workplace that promotes productivity, quality, and employee well-being.

Core Principles (5S Methodology)

1. **Sort (Seiri):** Remove unnecessary items from the workplace.
2. **Set in Order (Seiton):** Arrange tools and materials for easy access.
3. **Shine (Seiso):** Maintain cleanliness to prevent hazards and defects.
4. **Standardize (Seiketsu):** Establish consistent procedures for maintaining order.
5. **Sustain (Shitsuke):** Promote discipline and continuous improvement.

Objectives

- Create a clean, tidy, and systematic workplace.
- Increase collaboration and teamwork in daily operations.
- Build a culture of discipline, safety, and responsibility.
- Ensure workplace safety for all employees.
- Enhance product, service, and delivery quality through **Kaizen** practices.
- Improve morale and efficiency by reducing waste and downtime.

Implementation

- Provide 5S training to all employees.
- Conduct regular workplace inspections and audits.
- Recognize and reward teams demonstrating exceptional 5S compliance.
- Integrate 5S into all operational processes for long-term sustainability.

Conclusion

By embracing the 5S methodology, Sky Group fosters a safe, efficient, and high-quality work environment, supporting continuous improvement and operational excellence.

MANAGING DIRECTOR

Bhawin

SKY GROUP