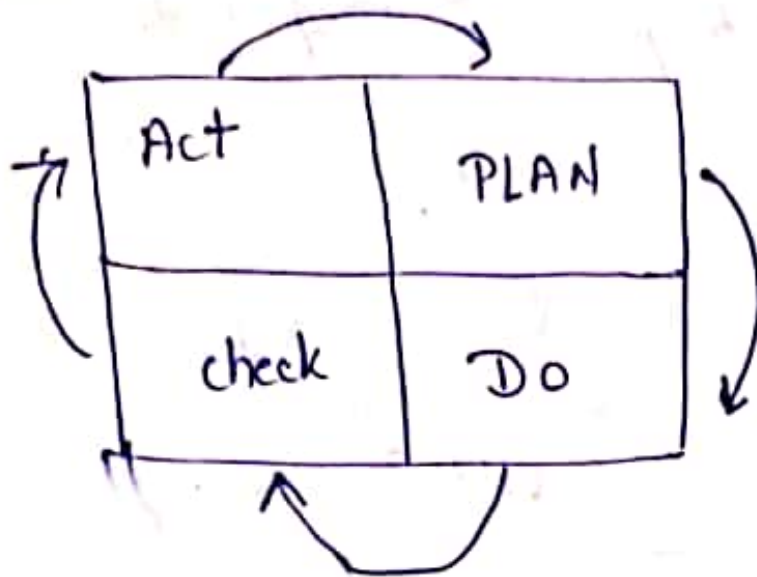


PDCA It is a four step management method used in business for control & continuous improvement of process & product.

PDCA



5S - ① Seiri - (sort) - Throw away all rubbish & unrelated material in the workplace.

② Seiton - (Set in Order) set everything in proper place for quick retrieval & storage.

③ Seiso - (Shine) - clean the workplace everyone.

④ Seiketsu - (Standardize) standardize the way of maintaining cleaning.

⑤ Shitsuke - (Sustain, Discipline) Practice Five's' daily - Make it a way of life.

Kaizen - Kaizen is a concept referring to business activities that continuously improve all. The Japanese word Kaizen means "change for better".