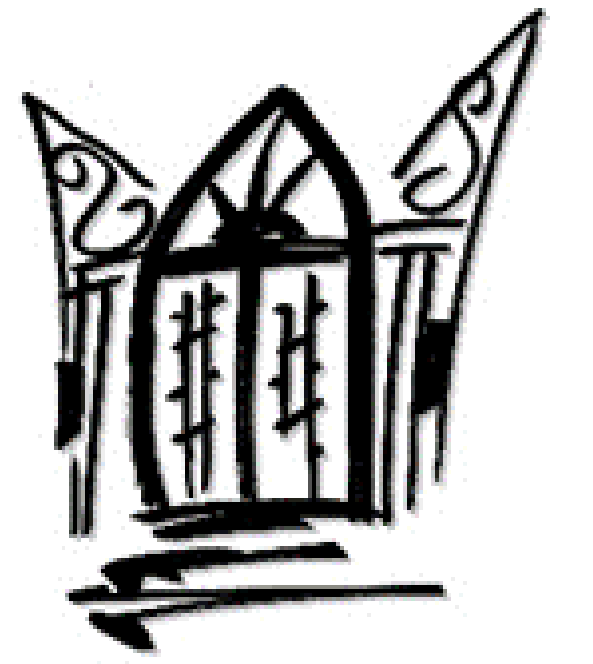


IMPLEMENTATION OF A CORE ENGAGEMENT AND 5S EVENT

QMS PROJECT – DMS STANDARDIZATION

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Abstract

The manufacturing industry is extensive and generally includes businesses that take materials or components and transform them into products. To guide practitioners, execute the steps needed to manufacture a product detailed and precise work instructions are required. Company ABC is now the umbrella for several organizations that are providing manufacturing services for the Aerospace Industry. Under the new document's integration of Company XYZ with Company ABC, there are opportunities to reduce the paperwork needed. After both companies' evaluations of specific documentation changes need to be executed. Although this is a general effort; this Project or Event will be done specifically for the business support unit for the manufacturing shop floor. Currently there are either files for services that are no longer provided or files that need to be taken out local tool because in certain cases keeping them can produce duplicity. With this Project we will create and execute a streamline plan in support to the Quality Management System integration process to:

1. Identify files that: need to be obsoleted, moved to US locations, or need to remain in PR document Management System
2. Create disposition plan (method, owners, timeline, etc.)
3. Execute disposition plan.

Problem Statement

Under the new Quality Management System (QMS) integration are opportunities to standardize the Document Management System (DMS) for the Operations Support Department. The documents in the Document Management System shall be accurate, since most of them are utilized as guidelines to execute tasks that support the shop floor. Currently there are either files for services that are no longer provided or files that need to be taken out local tool hence there are already maintain in the Headquarters. The reason is that some of them are obsolete, due to the service or task has been discontinued or are duplicated in the systems.

Methodology

Methodology to be used is 5S. 5S is a system for organizing. This system focuses on putting everything where it belongs and keeping the workplace clean, which makes it easier for people to do their jobs without wasting time. The posts of 5S are simple.



Figure 1

This schedule is the proposed plan with the most relevant milestones required to complete the work, with their estimated due date or the time required to complete each activity.

5S Stages	Dates	Actions	Owner (S)
Sort (Distinguish between what is needed and not needed)	11/30/2023	Files were sorted and Event/Doc owners were identified.	Brenda Picart
STRAIGHTEN (A place for everything and everything in its place)	12/05/2023	A spreadsheet was modified to document actions and status.	Brenda Picart
SHINE (Cleaning, and looking for ways to keep it clean and organized)	01/10/2024	Dispositions for Files were identified for either moved, retained or deleted by the owners.	Participants
STANDARDIZE (Maintain and monitor the first three categories)	01/15/2024	Review the File provided to document the dispositions made and any pending action from the Owners.	Brenda Picart
SUSTAIN (Self-discipline, Schedule cleaning and maintaining)	Occurs every 36 Month.	Owners of the Documents will be responsible to update the documents as per DMS requirements.	Document Owners

Results and Discussion

This section presents the analysis of results and discussion of the problem established. After putting the plan in action, using the 5S Methodology, the effort demonstrated that there were not duplicates and that the local tool will hold most of the documents except for 20 obsolete documents. The retention of those implied a cost of using documents outdated or obsoleted could be a high risk for quality nonconformances. Additionally, there is cost related to review on a determine time basis for auditing – which would have been hours of effort not needed and therefore a waste.

Sort

FILES AND FOLDERS WERE SORTED, OWNERS AND SUPERVISORS WERE IDENTIFIED

XYZ Company

QMS Project: DMS Standardization

Documents in DMS 106 total

Number	Title	Department	Category	Sub-Category	Owner
001-0010	Part Value Introductory Training		Reference	Reference	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support	

Straighten

A NEW FILE STRUCTURE WAS CREATED TO DISTRIBUTE AND ORGANIZE CURRENT DOCUMENTS. TEAMS CHAT WAS CREATED AS WELL.

Doc Number	Title	Department	Category	Sub-Category	Owner	Assigned to	DMS Status	Comments	DISPOSITION COMPLETE	Link (as needed)
001-0010	Part Value Introductory Training		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support		Vilma Casera	ACTIVE		YES	
001-0010	Part Value Introductory Training		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support		Vilma Casera	ACTIVE		YES	
001-0010	Part Value Introductory Training		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support		Vilma Casera	ACTIVE		YES	
001-0010	Part Value Introductory Training		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support		Vilma Casera	ACTIVE		YES	
001-0010	Part Value Introductory Training		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support		Vilma Casera	ACTIVE		YES	
001-0010	Part Value Introductory Training		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		Reference	Reference		Vilma Casera	ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		Product Quality Criteria	Manufacturing Engineering Support		Vilma Casera	ACTIVE		YES	

Shine

DOCUMENTS WERE OBSOLETE OR KEPT IN PWPR DMS ACCORDING TO THE DISPOSITION PROVIDED BY THE OWNERS AND SUPERVISORS. DOCUMENTS OBSOLETE OR NO LONGER NEEDED REDUCED THE TOTAL QUANTITY BY 19%



Standardize

A DOCUMENT EXCEL FILE WAS MODIFIED CONTAINING ADDITIONAL INFORMATION FOR ALL PARTICIPANTS TO FOLLOW; COLUMNS ADDED: ASSIGNED TO, DOCUMENT STATUS, COMMENTS, DISPOSITION COMPLETE AND LINK (AS NEEDED)

Doc Number	Title	Assigned to	DMS Status	Comments	DISPOSITION COMPLETE	Link (as needed)
001-0010	Part Value Introductory Training		ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		ACTIVE		YES	
001-0010	Part Value Introductory Training		ACTIVE		YES	
001-0013	Bottoms-Up Assembly Work Instructions		ACTIVE		YES	
001-0038	CAPP2 Maintenance (eWIR's)		ACTIVE		YES	

Sustain

Owners of the Documents will be responsible to update the documents as per DMS requirements.

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Conclusions

The Project Scope was to create and execute a streamline plan in support to the QMS Integration process. It was performed within the Department and participants were new hires who are working through their respective CORE Apprentice certifications. We identified eight practitioners to be part of the Project, they followed the lead of Brenda Picart – current Project Manager and Core Champion of the Team. Before the 5S Event, 106 Documents were the total contained in the Document Management System where the instructions for the tasks performed by the Department are controlled. After the assignment, revision, and confirmation of the Document owner of the disposition for them a total of 20 documents were obsoleted. Hence 86 documents are active and up to date in the Document Management System. Nineteen percent of the total documents were reduced.

The Results are summarized in the following graphic:

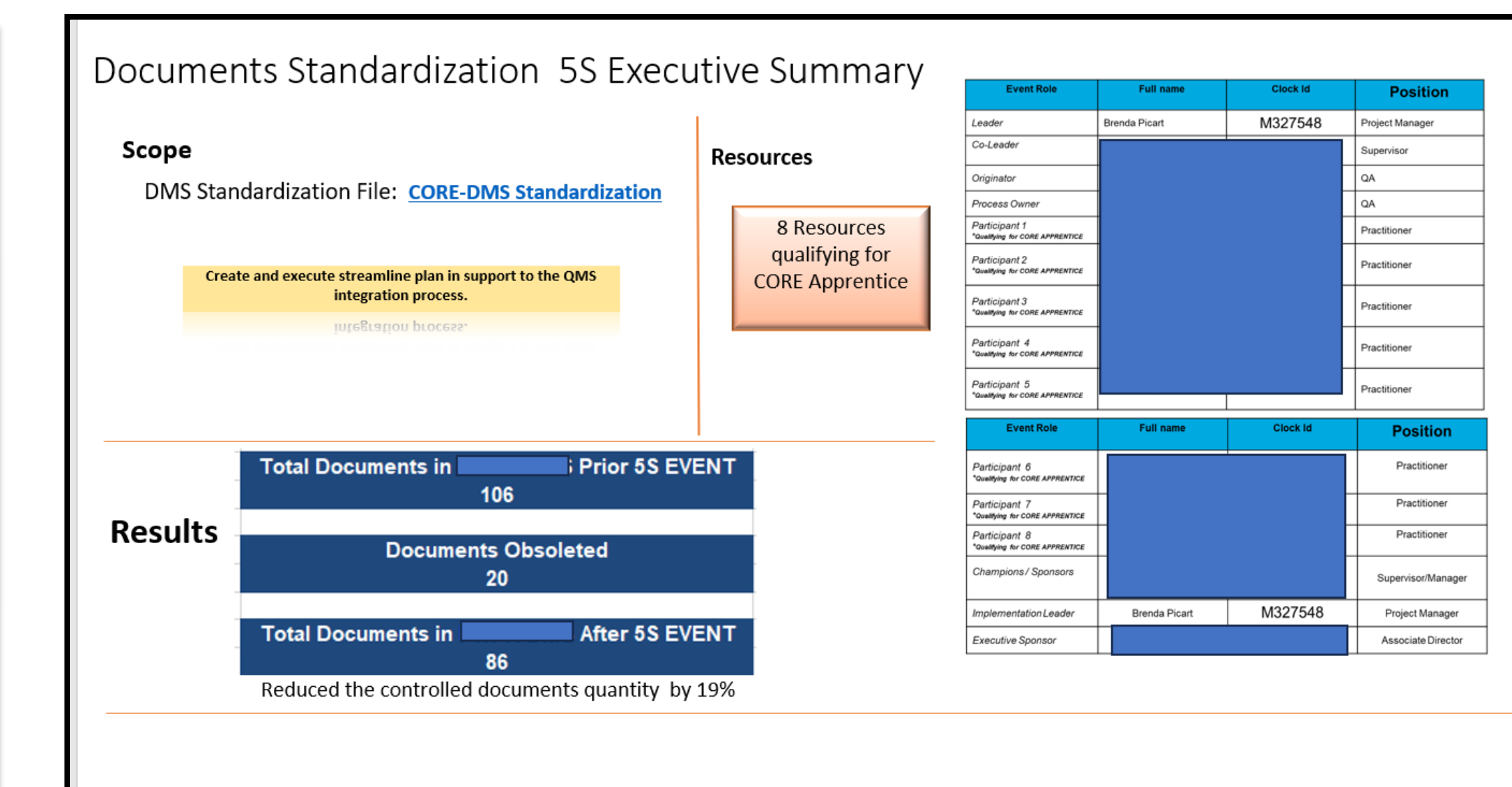


Figure 2 Executive Summary

Recommendations for Future:

While this was a Project for the specific Department- this is a task that can be done for the Unit (which holds the Department) and we recommend developing a strategy to apply it to the others-controlled documents, also to determine a timeframe to revisit the documents in the tool and ensure the ones contained in it are required to be in it. And in parallel to create a code to have the same tool to send emails to review and act on the accuracy of the documents and therefore the information contained in them.

Acknowledgements

As I finish this step of my educational journey, I would like to reflect on the people who have supported and helped me throughout this academic expedition. This accomplishment is dedicated to my family for their understanding of the commitment I have made to academically excel. To Dr. Rafael A. Nieves my Project Director, that provided precise feedback and guidance; for his availability and words of encouragement to keep me focused to complete.

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