



MINISTRY OF LABOUR AND SOCIAL PROTECTION  
STATE DEPARTMENT FOR LABOUR



**NATIONAL PRODUCTIVITY  
AND COMPETITIVENESS CENTRE (NPCC)**

# Productivity

A Key to Kenya's Global Competitiveness

*Productivity Everywhere*

KENYA  
VISION **2030**

## About NPCC

National Productivity and Competitiveness Centre (NPCC) is a Department in the Ministry of Labour and Social Protection and its the Government agency responsible for productivity improvement practices and competitiveness in the country. The Centre is involved in promoting and implementing productivity improvement programmes to mainstream public and private sector institutions and enterprises to enhance the nation's competitiveness.



### Our Vision

To be a centre of excellence for productivity management in Kenya



### Mission

To promote best practices in the public and private sectors and enhance factor productivity and competitiveness

## Our Core Functions

- Promoting productivity culture through sensitization of public and private sector operators on continuous improvement
- Training and implementing productivity improvement initiatives such KAIZEN application tools (basic and advanced)
- Undertaking of productivity awareness campaigns
- Training institutions on Value Added productivity
- Conduct productivity measurement

## Our Services

### 1. Training Services

We conduct various tailor made On-The-Job-Trainings and scheduled trainings conducted from various venues with participants from various industries.

### 2. Consultancy Services

NPCC provides consultancy services to companies and organizations, both public and private on Kaizen (continuous improvement). Because of the ever changing demands of markets and stiff competition from global players, Kenyan enterprises and organizations must embrace continuous improvement as a key strategy in gaining competitive advantage.



*Productivity Everywhere*



## The basic housekeeping tools

### What is 5S?

A discipline approach to keep the workplace clean and organized to improve productivity and quality.

### 5S Philosophy

Productivity comes from the elimination of waste. It is necessary to attach the root cause of a problem, not just the symptoms. Participation of everybody is required.

### 5S Implementation

To start the 5S implementation, a step by step is employed, each phase must be thoroughly analysed and addressed using the Plan-Do-Check-Action Cycle approach as below

#### Plan

- Preparation:
  - Provide training and education for everyone
  - Form 5S
  - Set up 5S zone
  - Determine objectives, goals and implementation phases
  - Make 5S action plan and launch

#### Do

- Do- include all the 5S stages
- Sort: Identify what is necessary
- Set in order: Define what and how to arrange

#### Shine

- Identify dirt sources and root causes
- Take an action to eliminate root causes

#### Standardize (The 5 Ws)

- Who? What? When? Where? What? How?

#### Sustain

- Everyone understands, obeys and practices the rules and procedures.

#### Check

- Conduct 5s audit, benchmark within the department and organisations and follow the 5s procedures thoroughly.

#### Act

- Continuous improvement
- Develop 5S practices into a HABIT
- Compare actual goals with set goals
- Reward and recognise efforts of staff.
- Register 5S certification.
- Review Plan-DoCheck-Act Cycle

## Quality Environment at workplace (5S)

### SORT

To Sort And Systematically Discard Items Which Are Not Needed At The Workplace

### SET IN ORDER

To Arrange Necessary Items In A Neat And Systematic Manner So That They Can Be Easily Retrieved And Returned To The Designated Places (place For Everything And Everything At Its Place)

### SHINE

To Clean And Inspect The Workplace Regularly And Thoroughly So That There Is No Dirt On The Floor, Machines And Equipments

### STANDARDIZE

To Maintain A High Standard Of Workplace In The Organization By Keeping Everything Clean And Orderly At All Times

### SUSTAIN

To Train People To Comply With The Quality Environment System Continuously So That It Becomes Habitual And Ingrained In The Culture Of Organization

KAIZEN IS



WORKING SMART



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