

## Establish 5S Workspace by Innovation & Continuous Improvement

HK Electric started adopting 5S good housekeeping practice in 2012. Up to now 5S good housekeeping practice has been implemented in all workshops and equipment rooms for power transmission and distribution operations. The Computer Hardware Workshop is one of the above workshops which have acquired 5S good housekeeping certification.

Unlike other workshops, the activities of the Computer Hardware Workshop involves warehousing and inventory control of a wide range of electronic components for the assembly of the Remote Terminal Unit (RTU) and the associated works including the quality check of various parts of RTU, integration, testing and packaging of the RTUs for subsequent site installation. To enhance workplace safety and boost the workplace's efficiency, the Computer Hardware Workshop has adopted an innovative and continuous improvement approach. Here are some examples:-

### 1. Self-developed Excel-based Barcode / QR Code Scanning Program

A self-developed Excel-based barcode / QR code scanning program has been established for the asset management in the Computer Hardware Workshop so that the in-out records, stock level and parts / material locations can be effectively monitored and searched.

### 2. Adoption of RFID

Recently an RFID system has been introduced for inventory check of some critical tools and spare parts. Without the need of physically locating the tools and spare parts, we can easily carry out the inventory check. The efficiencies in searching and inventory check are therefore greatly improved using this RFID system. We are planning to extend the RFID system for other materials in the Computer Hardware Workshop.

### 3. Application of Power-assisted Lifting Trolley

Our colleagues need to transport heavy and bulky materials in the Computer Hardware Workshop in daily operations. A power-assisted lifting trolley has been used not only to improve working efficiency, but also to minimise the risks of injuries arising from manual handling during transporting heavy materials.