Natural Resources - are raw materials from the environment.

Recycling

Recycling is the act of processing used materials (waste) into new, useful products. This is done to reduce the use of raw materials that would have been used. Recycling also uses less energy and a great way of controlling air, water and land pollution.

Importance of Recycling

1. **Recycling helps protect the environment.** This is because the recyclable waste materials would have been burned or ended up in the landfill. Pollution of the air, land, water and soil is reduced.

2. **Recycling conserves natural resources.** Recycling more waste means that we do not depend too much on raw (natural) resources, which are already massively depleted.

3. **Recycling saves energy.** It takes more energy to produce items with raw materials than from recycling used materials. This means we are more energy efficient and the prices of products can come down.

4. **Recycling creates jobs.** People are employed to collect, sort and work in recycling companies. Others are also getting jobs with businesses that work with these recycling units.

Kinds of Waste

1. **Paper waste.** Paper waste items include books, newspapers, magazines, cardboard boxes and envelopes.

2. **Plastic waste.** Items include plastic bags, water bottles, rubber bags and plastic wrappers.

3. **Glass waste.** All glass products like broken bottles, beer and wine bottles can be recycled.

4. **Aluminum waste.** Cans of soda drink, tomato, fruit cans and all other cans can be recycled.

Principle of 5 S

The 5S are prerequisites for any improvement program. As waste is potential gain, so eliminating waste is a gain. 5S Philosophy focuses on effective workplace organization, simplifies work environment, reduces waste while improving quality and safety.

Sorting

- Keep the necessary in the work area, dispose or keep in a distant storage area less frequently used items, unneeded items are discarded.
- Fights the habit to keep things because they may be useful someday. Sorting helps to keep work area tidy, improves searching and fetching efficiency, and generally clears much space.

Systematic arrangement

- It is used in the most efficient and effective retrieval.
- “A place for everything and everything in its place.”
Spic and Span
- It is also known as Cleaning
- It is helpful to notice damages on equipment such as leaks, breakage and misalignment.

Standardizing
- Once the first three S have been implemented, it should be set as a standard so to keep these good practice work areas.
- Without it, the situation will deteriorate right back to old habits.

Self-discipline
- It is necessary to keep educating people maintaining standards.

Product Enhancement is the process of improving an existing product.

**Design** - Physical appearance of the product. What to add/change; color, texture, forms.

**Process** - A series of actions or steps taken in order to achieve the desired design.

**Quality** - The standard or the degree of excellence expected.

**Safety** – What to avoid to prevent injuries and accidents to happen while in the process.

Reference: