

5s

What is it?

- 5S is a workplace organization technique
- It is a way to involve associates in the ownership of their workspace
- It helps create and maintain the efficiency and effectiveness of a work area

What's it for?

- It is a way to create:
 - Cleaner work areas
 - More organization
 - Safer working conditions
 - Less wasted time
 - Efficient work processes and practices
 - More available space

Different types of workplaces

- There are basically three different types of workplaces:
 1. Third Class : People throw trash around and no one cleans up.
 2. Second Class: People throw trash around and someone else pick it up.
 3. First Class : No one throws trash around and everyone works to keep things clean.

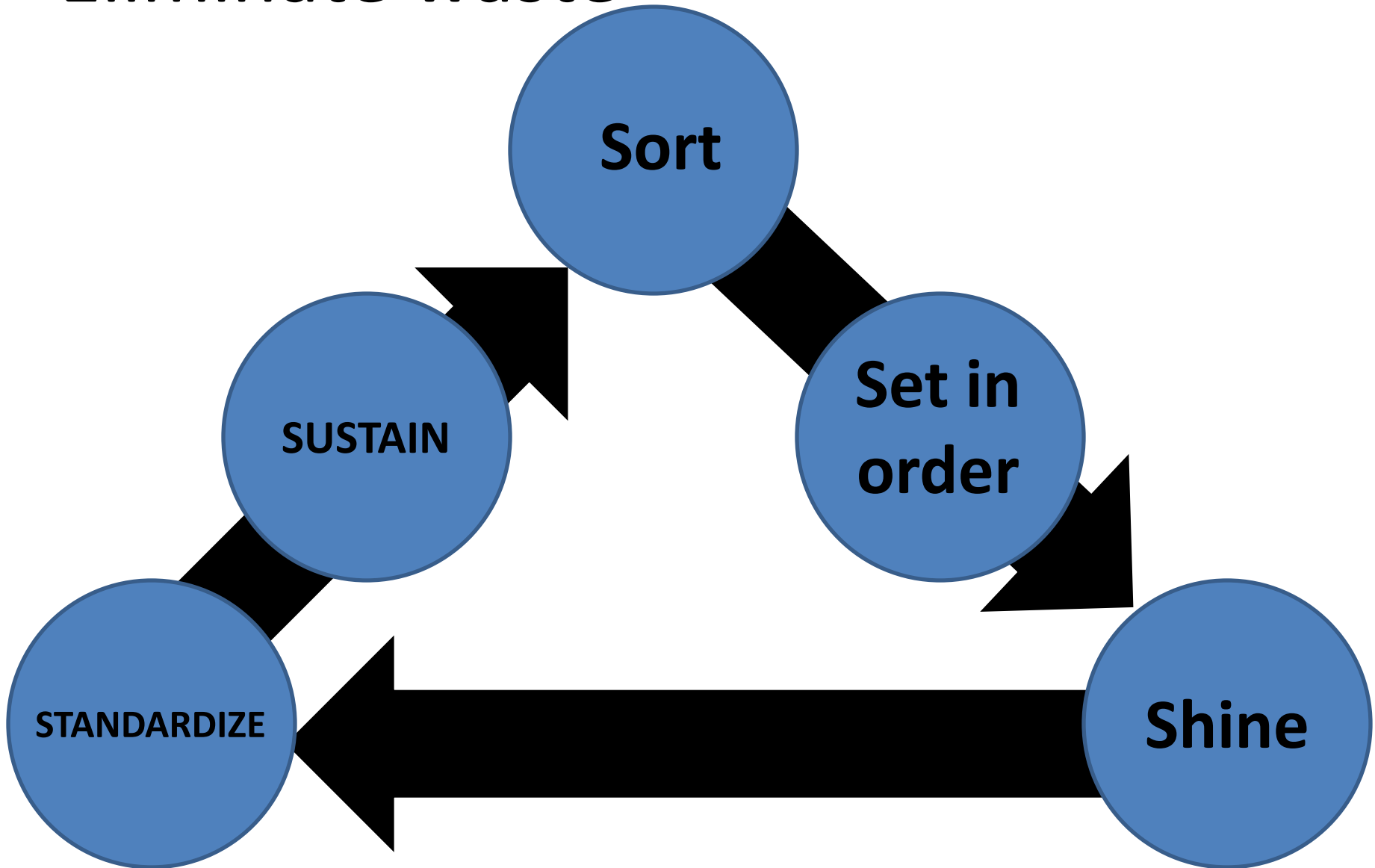
The 5S Principles

- SEIRI :Sort out
- SEITON :Straighten/Set in Order
- SEISO :Shining
- SEIKETSU :STANDARDIZE
- SHITSUKE :Sustain

5s

Ford's CANDO	Toyota's 5S	Six Sigma DMAIC
C – Cleaning Up A – Arranging N – Neatness D – Discipline O – Ongoing Improvement	S – Sort S – Straighten/Set in Order S – Sweep S – Standardize S – Sustain	D – Define Phase M – Measure Phase A – Analyze Phase I – Improve Phase C – Control Phase

Eliminate waste



1-The First S - Sorting

Separating the Needed from the Not-Needed

- Decide what you need.
- Remove unnecessary clutter.
- All tools, gauges, materials, classified and then stored.
- Remove items which are broken, unusable or only occasionally used.

The First S - Sorting



- **Red Tag Technique:**

- GIVE STAFF RED LABELS
- ASK STAFF TO GO THROUGH EVERY ITEM IN THE WORK PLACE
- ASK IF NEEDED & THOSE THAT ARE NEEDED, IN WHAT QUANTITY
- NOT NEEDED >> RED TAG IT
- STORE IN THE RED TAG AREA

The First S - Sorting

- Place the suspected items in the RED TAG AREA for one week.
- Allow the staff to re-evaluate the needed items.
- At the end of week those need items should be returned.

5S --- RED TAG

**Item Name
&/or Description:**

Department:

Value per Item:

Classification:

	Enter # in box
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- | | |
|---------------------|------------------------|
| 1. Raw Material | 5. Machine / Equipment |
| 2. Work-in-Process | 6. Mold / Jig |
| 3. Component | 7. Tool / Fitting |
| 4. Finished Product | 8. Other _____ |

Reason:

	Enter # in box
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- | | |
|----------------------|----------------|
| 1. Unnecessary | 4. Unknown |
| 2. Defective | 5. Other _____ |
| 3. Leftover Material | |

Action:

	Enter # in box
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- | |
|----------------------------|
| 1. Eliminate |
| 2. Return |
| 3. Move to Red Tag Storage |
| 4. Other _____ |

Completed:

Tag Attached:

Year _____ Month _____ Day _____

Action Taken:

Year _____ Month _____ Day _____

File completed Tag at _____

The First S - Sorting

- Organisation:

Priority	Frequency of use	How to use
Low	Less than once per year Once per year	Throw away Store away from the workplace
Average	Once per month Once per week	Store together but offline
High	Once Per Day	Locate at the workplace

The First S - Sorting

- Expected Results of Sorting :
 - Elimination of wastes of resources, material, spaces, ...etc.
 - Reduce WIP inventory

2-The Second S – Set in order

A place for everything and everything in its place, clean and ready to use

Organise layout of tools and equipment

- Designated locations

- Use tapes and labels

- Ensure everything is available as it is needed and at the “point of use”

The Second S – Set in order

Workplace Checkpoints:-

- Storage places clearly marked?
- Tools classified and stored by frequency of use? (Low, Average and high)
- Pallets stacked correctly?
- Safety equipment easily accessible?
- Floors in good condition?

The Second S – Set in order

- Expected Results of Sorting :
 - No more Searching.
 - Reduce Setting up time
 - Prevent : misplacing, Leaking oil, wasting energy or materials .. Etc.
 - Improve:
 - Space Utilization.
 - Eliminate:
 - Searching time
 - Dangerous conditions

3-The Third S – Shining

Cleaning for Inspection

- Identify and eliminate causes of dirt and grime – remove the need to clean.
- Sweep, dust, polish and paint.
- Divide areas into zones.
- Define responsibilities for cleaning.
- Tools and equipment must be owned by an individual.
- Focus on removing the need to clean.

The Third S – Shining

- Expected Results of Sorting :
 - Higher Quality work and products.
 - More Comfortable and safer work environment.
 - Greater visibility and retrieval time.
 - Lower maintenance time.

4-The Fourth S - Standardizing

Developing Common Methods for Consistency

- Generate a maintenance system for the first three
- Develop procedures, schedules, practices
- Continue to assess the use and disposal of items
- Regularly audit using checklists and measures of housekeeping
- Real challenge is to keep it clean

5- The Fifth S - Sustaining

Holding the Gains and Improving

- Determine 5S Level of Achievement
- Perform routine checks
- Analyze results of routine checks
- Measure progress and plan for continuous improvement