

What is 5 S?

• A program to reduce operational steps and improve the overall cleanliness of a work area to make it safer and more productive

• these 5 steps are:





5S Principles

1. Everything HAS a place and everything IN its place

2. Nothing on the Floor except legs, wheels, or pallets

3. When in doubt, throw it out





- What is the most disorganized area of your home?
 - Garage?
 - Tool Shed?
 - Storage Closet?

A TYPICAL NON-5S SHED

Is this what your tool shed looks like?







• What is the most organized place you can think of?

A Perfect Example of 5 S





Our Environment - Before 5 S









- Using the previous slide, see how many different problems you can find?
- What does the state of the work space tell you?



- Remove all items that are not needed for current production operations
- Get rid of unwanted items
- Decide what is needed and to be kept
- Get rid of the rest leave bare essentials only
- When in doubt, throw it out!
- we are getting rid of our PACK RAT mentality



- Sort out what is really necessary and eliminate waste
- broken, useless and/or redundant kits need to be discarded
- remaining needed items must be sorted and arranged by frequency of use
- parts need to be put back in the parts room
- empty cabinets of non-essentials



- To do this, you may want to develop a policy or fix some simple rules
- Team should agree to the rules and stick to them
- Examples of rules:
 - low priority items may be stored in a distant place
 - high priority items may be kept in a designated place
 - tag questionable items and give everyone an opportunity to make a final decision



- Items that are questionable are set aside in a "RED TAG" area
- items stay in this area for a pre-determined amount of time so that people can decide if items are needed or not
- after this amount of time, any items remaining are discarded

EXAMPLE OF A RED TAG



 A red tag is affixed to each item that is put into the Red Tag area.

AFTER SORT





Red Tag Area - Warehouse



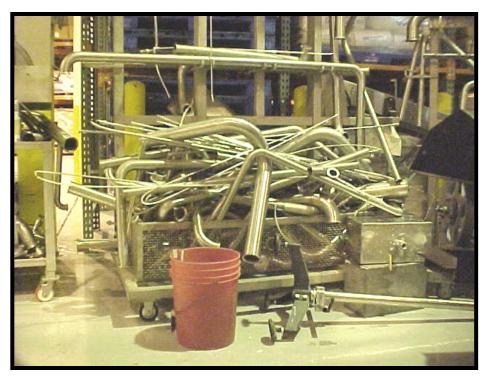


Process Piping

• 1800 lbs. Of piping, valves and other parts red tagged.







SORT — Processing Area





RED TAG AREA - Processing





LearnFast.ca

SET

- Arranging tools, equipment and materials with clear and defined marking so that they will be easy to find and readily available when needed
- Tools etc. should be close to where they are needed
- Shadow boards are often used

SET



- Useful check points for an organized workplace:
 - are tools divided into *special use* and *regular use*?
 - Have you kept the required number of tools to a minimum?
 - Are waste and recycle bins always placed in correct areas?
 - Is anything stored around safety or fire fighting equipment?
 - Can you quickly and safely find the items you need?

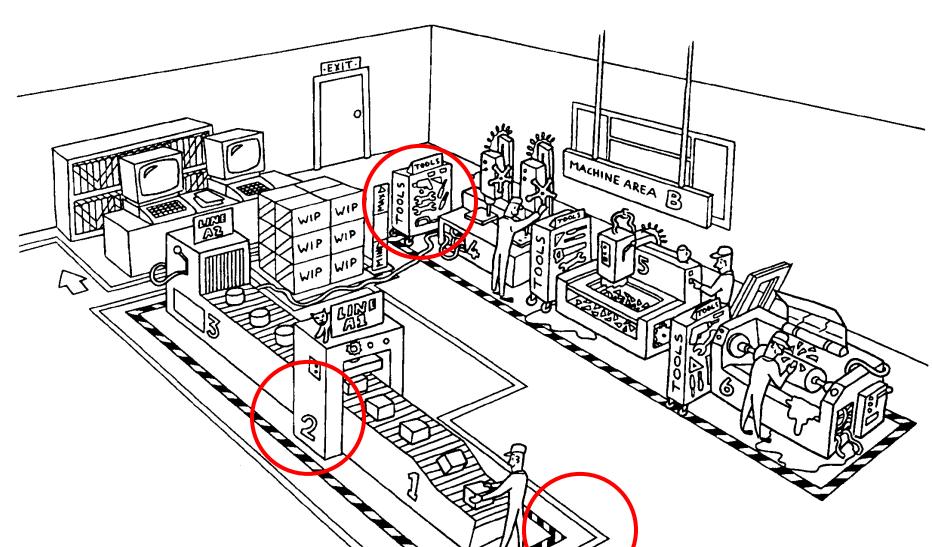
LearnFast.ca

SET

- Locate a specific place for each item, close to where it is needed
- "A place for everything and everything in its place."

AFTER SETTING





SHADOW BOARDS FOR PARTS







Outline on board shows what part goes where and what parts are missing.

Nameplate tag shows who took the part.

SHINE



- Keeping the area clean and keeping the equipment in top condition
- Maintain the first 2 steps of 5S
- Use cleaning to identify abnormalities and areas for improvement
- Clean the workplace and at the same time, look for and correct any abnormalities or out of control conditions

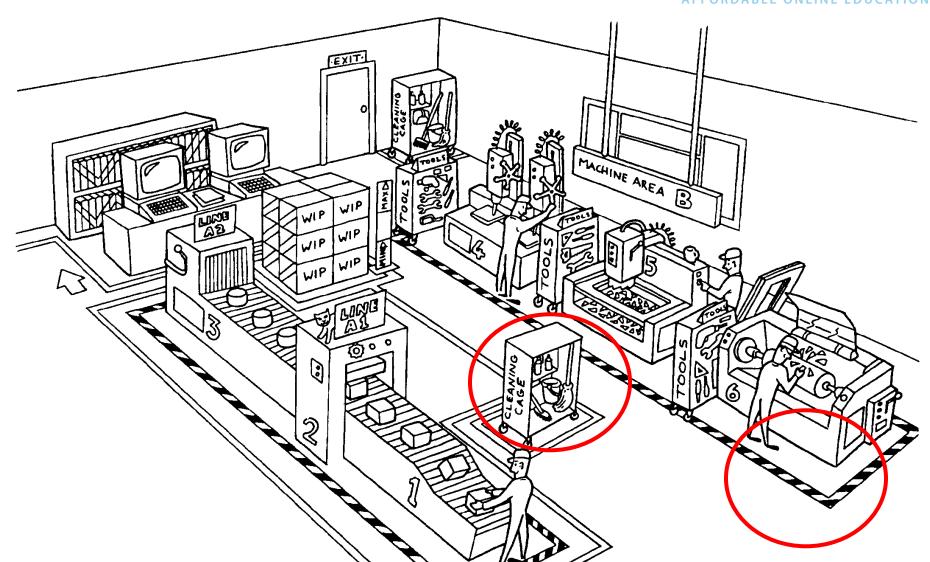
SHINE



- This is done by dividing work area into zones and assigning roles each person is to play in their area of responsibility
- Not a simple wipe off of dust shine is Inspection
- Eliminate sources of contamination

AFTER SHINE



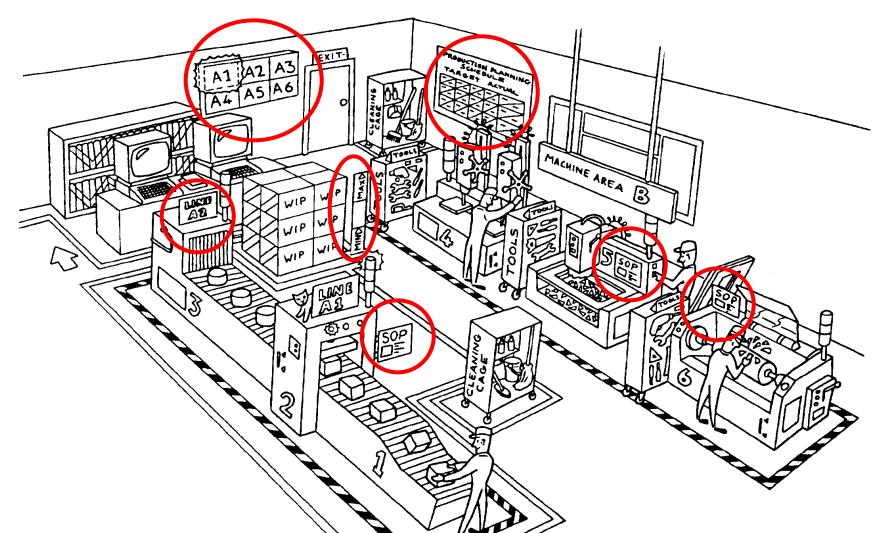


STANDARDIZE



- This is the state that exists when the first 3 steps are properly maintained.
- Consolidate the first 3 steps by establishing standard procedures (checklists, audits, schedules, assessments etc.)
- Determine best work practices and find ways of ensuring everyone does it the same way, the "best" way





SUSTAIN

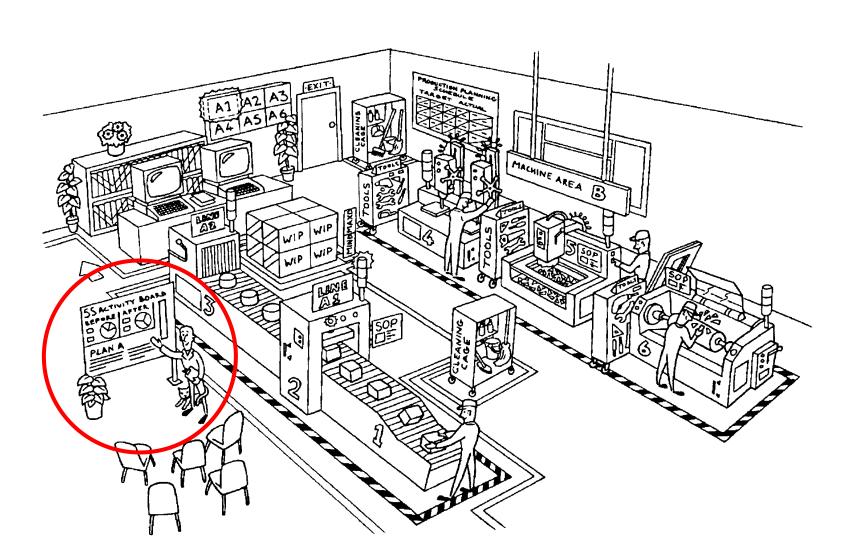


- Sustain the improvements you have made
- Making a habit of properly maintaining correct procedures
- Make further improvements using the Continuous Improvement methods
- It is all about working SMARTER not HARDER
- Promote your accomplishments (activity boards)

REMEMBER THE BEFORE SHOT? Learn Fa

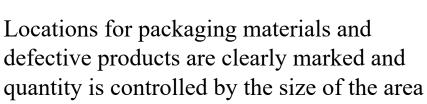


BUILDING THE SUSTAIN



EXAMPLES OF 5 S







Inspection points are marked with footsteps and numbers

Examples of 5S





5S IN THE OFFICE





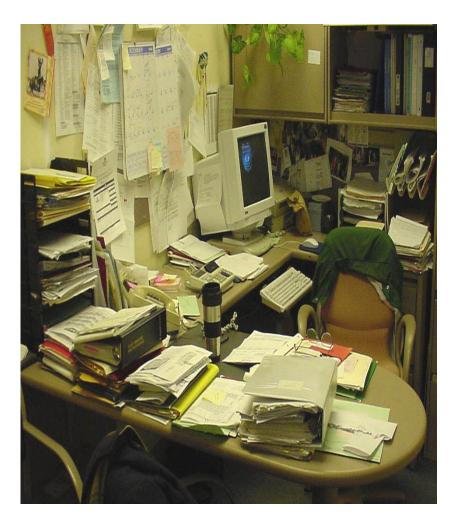
The 5S principle of "a place for everything and everything it's place" was used to improve efficiency in the office. Note how the files in the cupboard are labeled with a diagonal line so that their correct position is instantly known. Every office worker designed a personal drawer from foam after clearing out the unnecessary items first.





Before



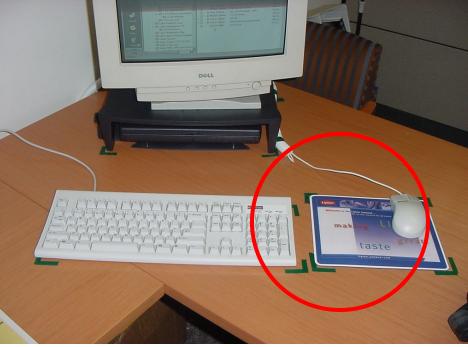




LearnFast.ca AFFORDABLE ONLINE EDUCATION

Examples of Office 5S





Garbage and recycling bin floor demarcation.

Mouse pad, key board and monitor locations marked off on desk.



- Photograph current situation, during 5S process and after
- Establish required resources and timelines
- Establish Red Tag Area rules