

What is 5S

Introduction to Lean Workplace Organization

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Agenda and Purpose

- Answer the question “**What is 5S?**”
- Introduce the 5 Ss
- Explain Why the fifth S makes the difference

5S Definition

“5S is a practise the results in a sustained state of workplace organization, thus eliminates the waste caused by disorganization and a messy environment. It also helps create a safer and cleaner environment, which enables better performance.”

The Five Ss

- **Japanese – English**
- **Seiri – Sort**
- **Seiton – Straighten**, setting in order, straightening, simplifying
- **Seiso – Shine**, sweeping, shining, systematic cleaning
- **Seiketsu - Standardize**
- **Shitsuke - Sustain**

Sort

Sort out item and identify all unneeded ones.



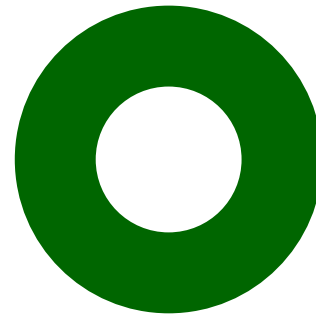
Straighten

Put everything where it belongs and mark them.



Shine

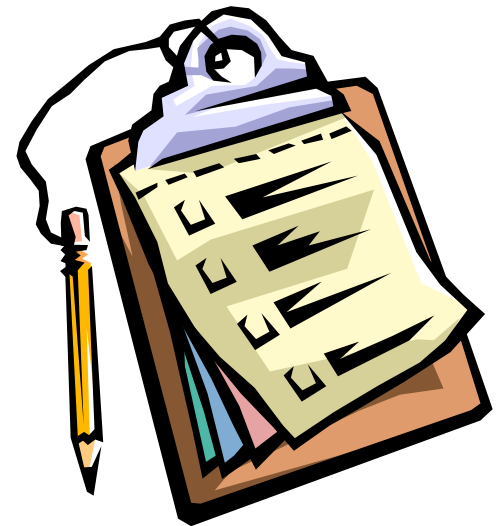
Clean Everything and Everywhere.



Standardize

Standardizing Means Deciding:

- What needs to be where when.
- Who has to make sure of that.
- How often cleaning is needed.
- How will anyone know if everything is in its place.
- When should something be removed.



Sustain

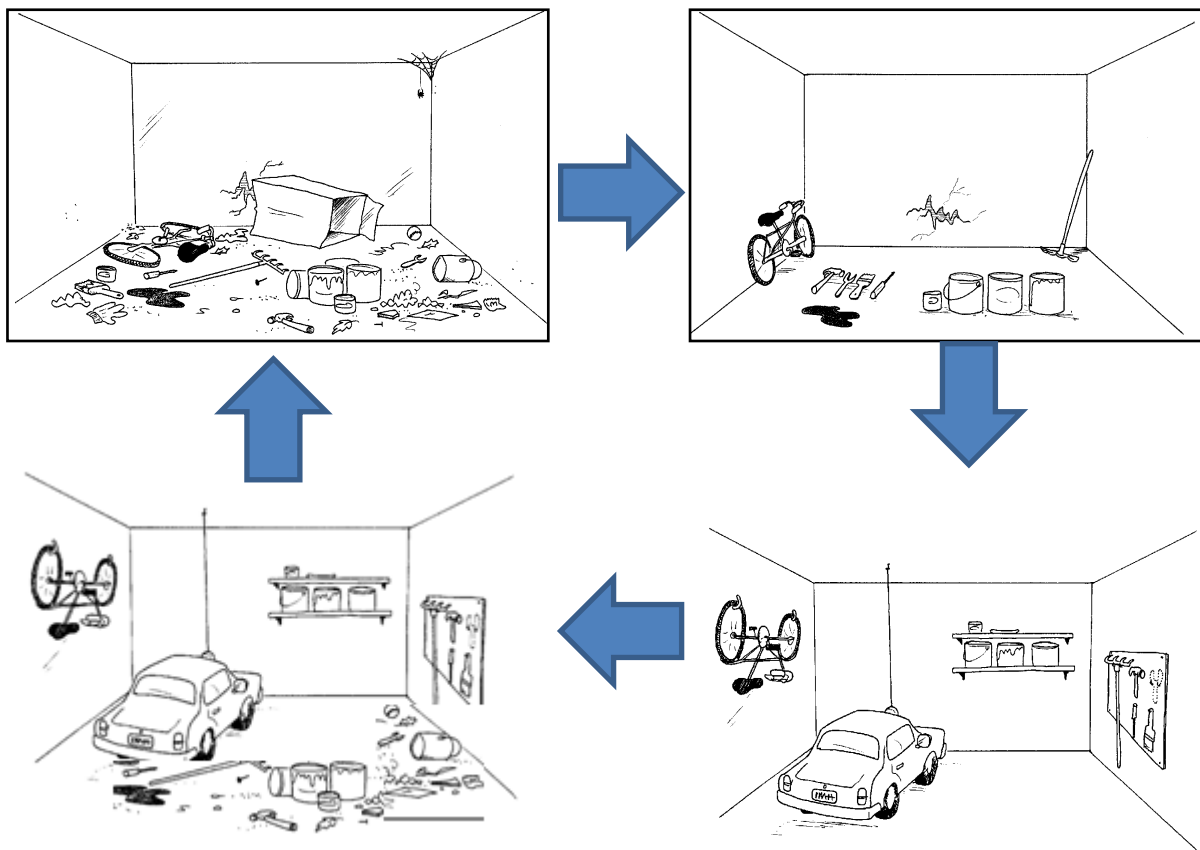
Sustaining it is the difference between regular major cleaning and 5S. If done properly 5S will eliminate or greatly reduce the need for major cleaning.

5S Audit Checksheet		Area:
Audit Date:	One month done and by who	Dept/area audited
Auditor(s):		
	SCORE	OBSERVATIONS
Distinguish between what is needed and not needed	SORT No unneeded equipment, tools, furniture, etc. are present in area All necessary items are clearly labeled No unneeded inventory, supplies, parts, or materials present in area Red Tag system in place (unneeded items tagged, removed & dispositioned)	Each section starts with 6 points per item... deduction system used, where 1 thing found wrong in the area reduces score to 4, 2 things scores 3, 3 or 4 things scores 2, and 5 or more items found wrong = 1 point
A place for everything and everything in its place	STRAIGHTEN / SET IN ORDER Tools are located close to point of use Locations for tools made visual (easy to see, get, return) Aislesways, workstations, equipment locations are clearly indicated. Height and quantity limits are clear (3 layers/What,Where,How many)	This section used to list any items found during the audit. To show any points deducted and to enable correction of the non-conformance (to improve score for the next audit)
Cleaning as inspection / Safety	SWEEP / SHINE Floors, walls, stairs and surfaces are free of dirt, oil and grease. Equipment is kept clean and free of dirt, oil and grease. Cleaning materials are easily accessible, neatly stored Lines, labels, signs etc. are legible/visible in good condition	
Visual Standards for the first 3S's	STANDARDIZE 5S cleaning instructions/checklist is posted in the area Measures to prevent areas from getting dirty have been implemented Standard Work Instructions are posted and followed 5S and continuous improvement results are posted and clear	
Promote good habits and discipline	SUSTAIN Plant rules and regulations are followed Supur ensures their area is 5-S complete and up to date Management audits 5-S results - holds Supur accountable All employees participate in 5-S & the maintenance of the 5-S Std	This section shows the points total for the audit of the entire department. Because scores are point deduction basis always starts at 100 and reduces by the points taken off for non-conformance in the above sections. Max score = 100 pts, min = 20 pts (once lowest score per line is 1 pt). 90 pts or more is
Score: Poor: 1 point, Fair: 2 points, Good: 3 points, Very Good 4 points, Excellent: 5 points	0	TOTAL SCORE



Why Sustain?

Without it you go on an endless cycle.



Why Sustain?

Because what takes seconds and minutes to do NOW, will take hours and even days later on.

Because when things are in there place people do not need to find them first.

Because a cleaner workplace is a safer and healthier one.

Why Sustain?

Because when people find what they need when they need it, they do not end up rushing. And when people rush they make more mistakes.

Because it will make it easier to see what is really happening.