What is the 5S Technique?

5S is a technique that results in a well-organized workplace complete with visual controls and order. It’s an environment that has “a place for everything and everything in its place, when you need it”.

5S produces a workplace that’s clean, uncluttered, safe and organized. People become empowered, engaged and spirited. As the workplace begins to “speak”, by linking people and processes, product begins to flow at the drumbeat of the Customer.

The 5S’s stand for 5 Japanese words that constitute good housekeeping. Roughly translated they are;

- Sort (Seiri)
- Set in order (Seiton)
- Shine (Seiso)
- Standardize (Seiketsu)
- Sustain (Shitsuke)

“Visual order is the foundation of excellence in manufacturing. When it is in its place on the production floor, work gets done efficiently and effectively. When it is not in place, work still gets done – but at a level of cost that is hard to justify”.

5S is not just a clean-up campaign, it’s a system that allows individuals to work more efficiently. It requires;

- Perseverance and determination
- The ability to see what’s important
- Attention to detail

5S is the key first step in workplace improvement.
“Sort”

Remove from the workplace all items that are not needed for current production (or office) operation. Sorting means leaving only the bare necessities. When in doubt, throw it away.

“Set in Order”

Arranging needed items so that they are readily accessible and labeled so that anyone can find them or put them away.

“Shine”

Sweep and clean the work area. The key purpose is to keep everything in top condition so that when someone needs to use something, it is ready to be used. Cleaning a work area produces and opportunity to visually inspect equipment, tooling, materials and work conditions.

“Standardize”

Define what the “normal” condition of the work area. Define how to correct “abnormal” conditions. The standard should be easily understood and easy to communicate (i.e. visual controls).
“Sustain”

Implementing solutions to address the root causes of work area organization issues. All employees must be properly trained and use visual management techniques.

Sustaining Edge Solutions
5S Reference Material and Training Outline

What are the 5S’s?

- Application and Intent of 5S’s

#1 Sort: Clearing the Work Area

- Define What is Required
- Define What is Not Required
- Disposition All Items
- Take Team Action
- What to Do With Items No Longer Needed
- 5S Sort Checklist

#2 Straighten: Designated Orderly Locations

- Maximize Storage Proximity
- Storage Options
- Location-Specific Designated Storage
- Designated Space and Location, Placement, and Potential Paperwork
- Storage Don’ts
- Signs, Labels, and Color Coding for Storage Locations
- 5S Straighten Checklist

#3 Shine: Cleanliness and Workplace Appearance

- Tips for Cleaning the Workplace
- Cleaning Tools, Schedules, and Personnel Responsibilities
- Maintaining Workplace Appearance
- Shine Measures of Prevention
#4 STANDARDIZE: EVERYONE DOING THINGS THE SAME WAY

- Standardize The Same Way
- Tips for Formal Methodology
- Roles and Responsibilities and Continuous Improvement

#5 SUSTAIN: MAKE IT PART OF THE CULTURE

- Leadership and Communication
- Prevent Backsliding to Old Habits
- Roles and Responsibilities for Continuous Improvement

IMPLEMENTING AN ORGANIZATION WIDE 5S SYSTEM

- Roadmap and Plan for 5S Implementation
- Leadership Team Roles and Building the Infrastructure
- Communication and Team 5S Training
- Conducting successful 5S Pilots

OUR TRAINING ALSO COVERS THE FOLLOWING:

Seven Types of Deadly Waste

**Overproduction**
Overproduction occurs when operations continue after they should have stopped. The results of overproduction are;
- Products being produced in excess of what’s required
- Products being made too early
- Excess inventory carrying costs

**Waiting**
Also known as queuing, waiting refers to the periods of inactivity in a downstream process that occur because an upstream activity does not deliver on time. Idle downstream resources are then often used in activities that either don’t add value or result in overproduction.
Transport
This is unnecessary motion or movement of materials, such as work-in-process (WIP) being transported from one operation to another. Ideally transport should be minimized for two reasons;
• It adds time to the process during which no value-added activity is being performed.
• Handling damage could be incurred

Extra Processing
This term refers to extra operations, such as rework, reprocessing, handling or storage that occurs because of defects, overproduction or excess inventory.

Inventory
This refers to inventory that is not directly required to fulfill current Customer orders. Inventory includes raw materials, work-in-process and finished goods. Inventory all requires additional handling and space.

Motion
This term refers to the extra steps taken by employees and equipment to accommodate inefficient process layout, defects, reprocessing, overproduction or excess inventory. Motion takes time and adds no value to the product or service.

Defects
These are products or services that do not conform to the specification or Customer’s expectation, thus causing Customer dissatisfaction.

CONTACT US TODAY TO SCHEDULE YOUR TRAINING!
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