

# 5S System

## Course Description

5S is a simple but highly effective set of techniques that remove waste from your work environment through better workplace organization, visual communication and general cleanliness. The pillars of 5S are defined as Sort, Set in Order, Shine, Standardize and Sustain. Because each of the five pillars begins with S, this method was appropriately named 5S. This workshop will clearly position 5S methods within the proper context of KAIZEN Lean and value stream improvement.

In order to have product or services flow in small batches, workplace organization, cleanliness and standardization are absolutely essential. More importantly, you will see the significant role that your employees will play in implementing 5S methods, resulting also in a safer, healthier workplace.

## Course Objectives

Upon completion of the session, participants will be able to understand and immediately apply the following 5S concepts in their own workplace:

- **5S - Sort** - The first pillar of 5S helps to clearly distinguish the items needed in a work area from those no longer needed. Red tagging is the activity that eliminates these unneeded items.
- **5S - Set in Order** - The second pillar of 5S helps to keep the needed items in the correct place to allow for easy and immediate retrieval.
- **5S - Shine** - The third pillar of 5S helps to keep work areas, all work surfaces and equipment clean and free from dirt, debris, oil, etc.
- **5S - Standardize** - The fourth pillar of 5S defines the standard activities, procedures, schedules and the persons responsible for helping keep the workplace in a clean and organized.
- **5S - Sustain** - The last pillar of 5S drives the organization to be disciplined in maintaining these new standards and procedures and in continuously improving the 5S state of the workplace.

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## Course Content

### 1. Important Lean Concepts

- The 7 Wastes and Others
- The Value Stream Concept
- The Hidden Factory
- Elimination of Waste and Loss with 5S
- Our 5S Training Objectives

### 2. Purpose of 5S

- 5S Creates a Visual Factory
- The 5S Cycle
- 5S Activities Explained
- The Purpose and Payoff of 5S
- Remove the Roadblocks in the Way
- 5S Program Overview

### 3. 5S Program Steps

- Workplace Observation
- Set a Target Area Vision
- The Power of a Shared Vision
- What You See Before 5S
- What You See After 5S
- After 5S – Easy to Find, Easy to Do
- One-Day Work Area Log

### 4. Sort

- Sort – keep only what is needed Today
- Red Tag Process
- Red Tag Inspection List
- Red Tagged Items Log
- Decide What to do With Dispossessed Items

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## **5. Straighten**

- Straighten – find it fast; faster
- Put Order and Sense into the Workplace
- Set-in-Place to Make Life Easy
- Visual Control of Tool Storage
- Visual Management of Inventory and Stock
- Straighten the Workflow
- Straighten Check Sheet

## **6. Shine**

- Shine – see problems when they are small
- 5S Examples – Shine
- Shine Check Sheet
- Plan Who, What, How to Clean

## **7. Standardize**

- Standardize – the same rules for all
- Set Standards for Condition and Use of Tools and Equipment
- Being Visual – know exactly what is happening
- Use Visual Management to Show Status
- What Visual Management Would Help Here?

## **8. Sustain**

- Sustain – ‘this is how we do it here
- Weekly and Monthly Feedback on Performance
- Workplace Measurement Checklist – tracking your performance weekly
- Tracking Your Performance Monthly

## **9. 5S Implementation**

- What of Your 5S Implementation?
- Plan/Prepare 5S Kaizen Blitz

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## Course Duration

One Day

## Other Details:

- Payment to be made within 15 days from the date of the invoice.
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