1st 3 S's of 5 S

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Learning Objectives

- Learn how 5S provides a "disciplined" approach to plant organization

- Learn how to implement the first 3 S' Sort, Set in Order, and Shine

- Understand the benefits of the first 3 S' to you and your organization

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5S is a systematic and disciplined approach to creating a safe and orderly workplace.
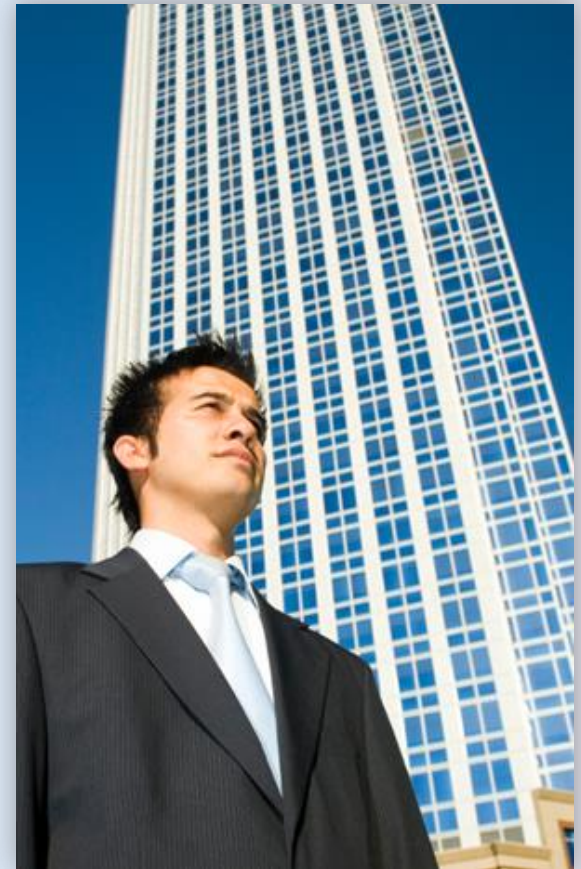
5S is NOT a clean up campaign!

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Why is 5S Important?

- Sets the Standard

- Develops Discipline

- Creates Foundation for Future Activities

- Eliminates waste

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- Opportunity for creative input

- More pleasant workplace

- Job more satisfying

- Remove obstacles & frustrations
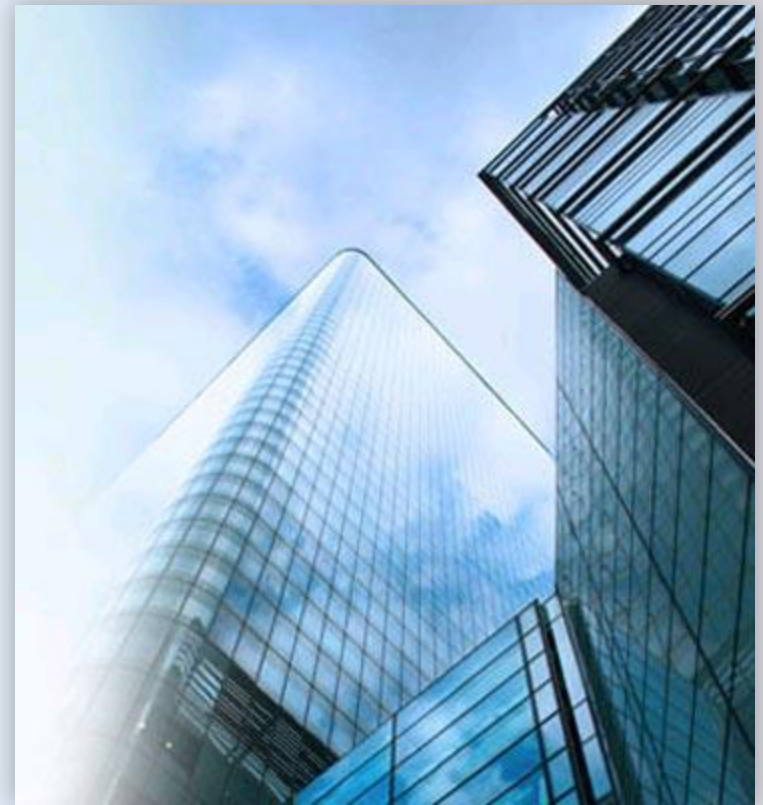
- Easier communication

- Define expectations

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- Better Quality

- Lower Costs

- On Time Deliveries

- Safe Environment

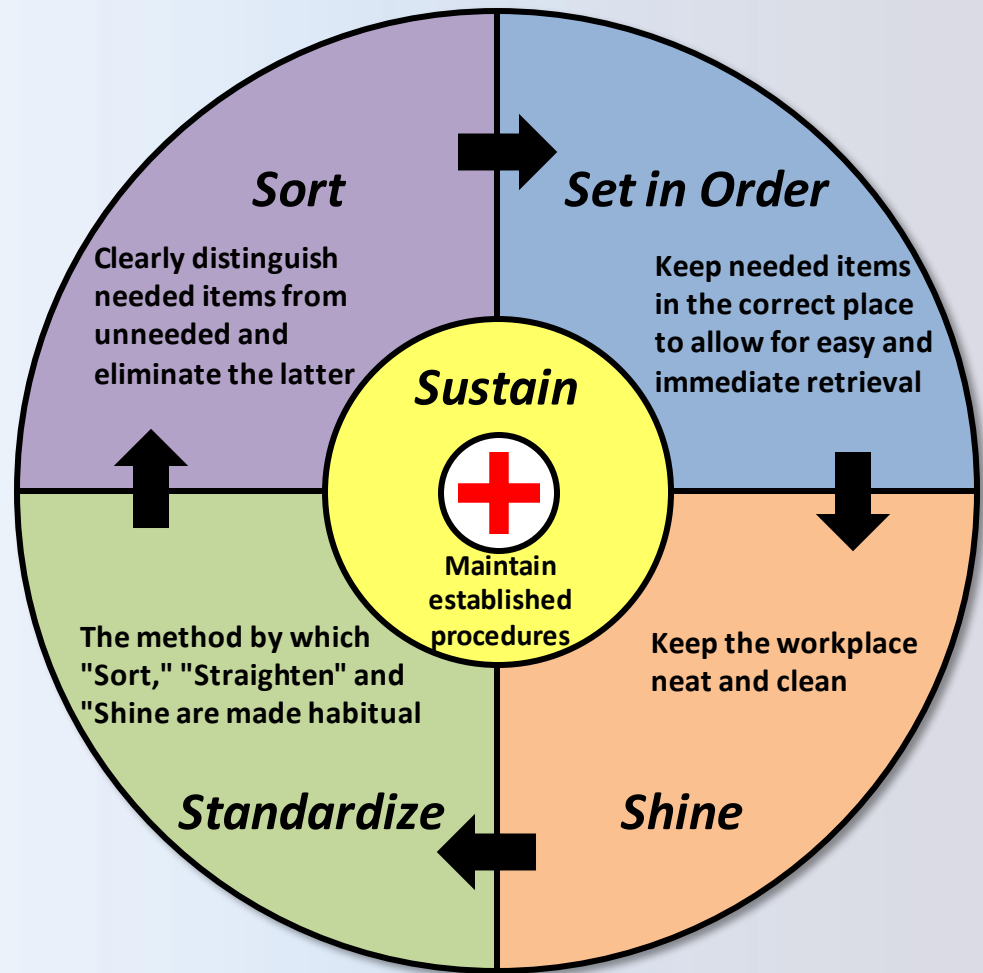- Less Equipment Downtime

- Fewer customer complaints

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Sort

Set In Order

Shine

Standardize

Sustain

Sort
Clearly distinguish needed items from unneeded and eliminate the latter

Set in Order
Keep needed items in the correct place to allow for easy and immediate retrieval

Sustain
Maintain established procedures

Standardize
The method by which "Sort," "Straighten" and "Shine are made habitual

Shine
Keep the workplace neat and clean

Removing items from the workplace that are not needed for production or transactional activities

Ask these three questions…

1. Is this item needed?

2. If so, is it needed in this quantity?

3. If so, does it need to be located here?

Red Tag Strategy

Simple method for identifying potentially unneeded items in the factory, evaluating their usefulness, and dealing with them appropriately

Red Tag Area

An area set aside for use in storing red-tagged items that need further evaluation.

Red Tagging Process

1. Determine Target Area

2. Set Red-Tag Criteria

   – Usefulness, Frequency, Quantity

3. Make / Buy Red Tags

4. Attach the Red Tags

5. Evaluate Red-Tagged Items

Shop Floor

Front Office

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1st S - Sort

- **Benefits of implementing Sort...**

  - Shop Floor becomes less crowded

  - Time is not wasted searching for parts and tools amongst unneeded items

  - Problems become more visible

  - Easier to improve the process flow

Partners in building better processes

Arrange needed items so that they are

easy to use, find and put away.

- Neatly place and identify needed work items.

- Designate a place for every item so that anyone can find it. Mark locations, names, etc. so that it's obvious what goes where.

- Always put things back in their designated spots

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Deciding on storage locations

- Locate items based on frequency of use

- Store items together that are used together

- "Just Let Go" arrangement

- Eliminate variety of jigs, tools and dies

Make things easy to find.

2nd S – Set in Order

Deciding on storage locations

- Eliminate Motion Waste of Employee

- Improving Retrieval of Parts

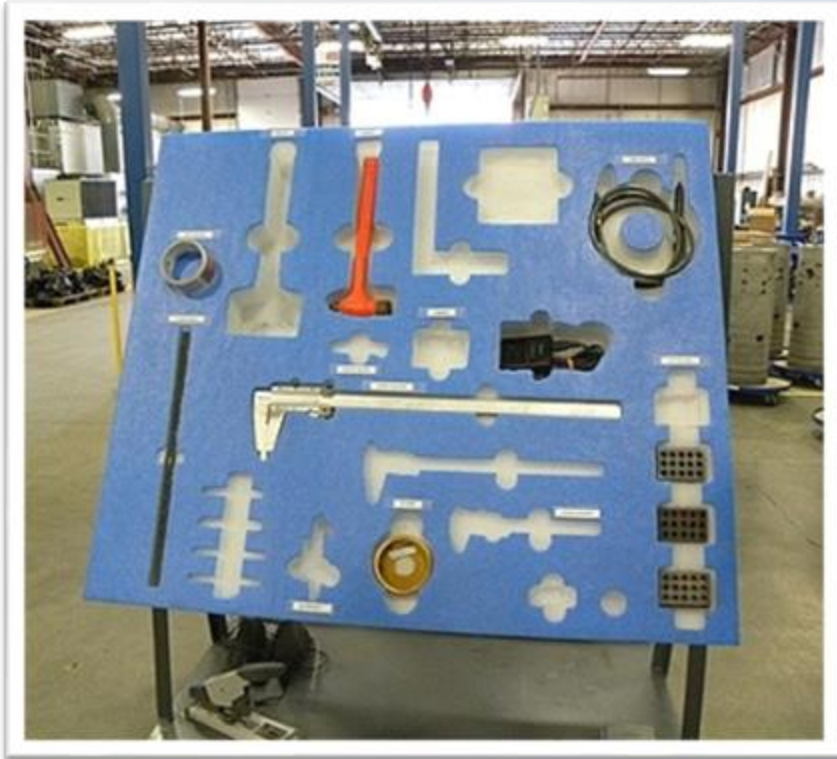- Improving Layout of Parts

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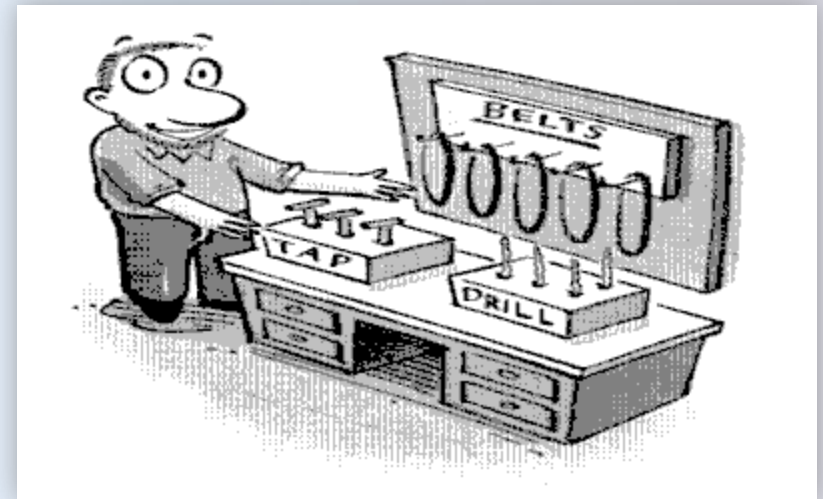
Identifying Locations

- Concept of Visual Controls
  - Any communication device used to tell us at a glance how work should be done.

- Different Strategies include…

  - Signboards

  - Painting

  - Color-Coding

  - Outlining

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Tool Cart

Supply Cabinet

Partners in building better processes

Set in Order eliminates…

- Waste of time searching

- Waste from thinking it's not there and buying another

- Waste caused from a change in plans

- Waste from late deliveries to customers

- Waste in wrong quantities delivered to customers

The removal of dirt, grime and dust

from the workplace.

- Keep everything swept, clean and in top condition so that it is ready for use when needed.

- Cleaning should be a part of daily work habits.

- Cleaning means *inspection*.

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Implementing Shine

1. Determine Shine Targets

2. Create Shine Assignments

3. Determine Shine Methods

4. Prepare Tools

5. Start Shine
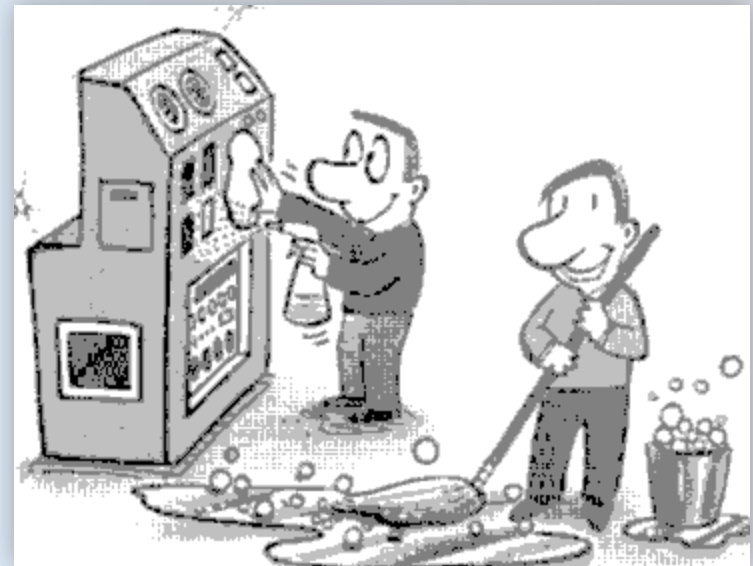
- Inspection of equipment for cracks, broken tooling cannot be done when dirt is present.

- Never just paint over the dirt on the machines.

- Don't mistakenly think that if it looks clean, it is clean

- Thoroughly cleaning the machines (and critical areas) every day will allow any little abnormalities to be discovered

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Cleaning means inspection

- Daily cleaning/inspection can help locate and correct many different problems.

- Create checklists to aid in cleaning/inspection.

- Use all your senses to detect abnormalities. It is not just a visual activity.

- All irregularities should be fixed or improved.

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