

Training

## **5S — The Basics of Workplace Organization**

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### **What Is the Goal of 5S?**

**5S is a Lean method intended to implement order in the workplace.**

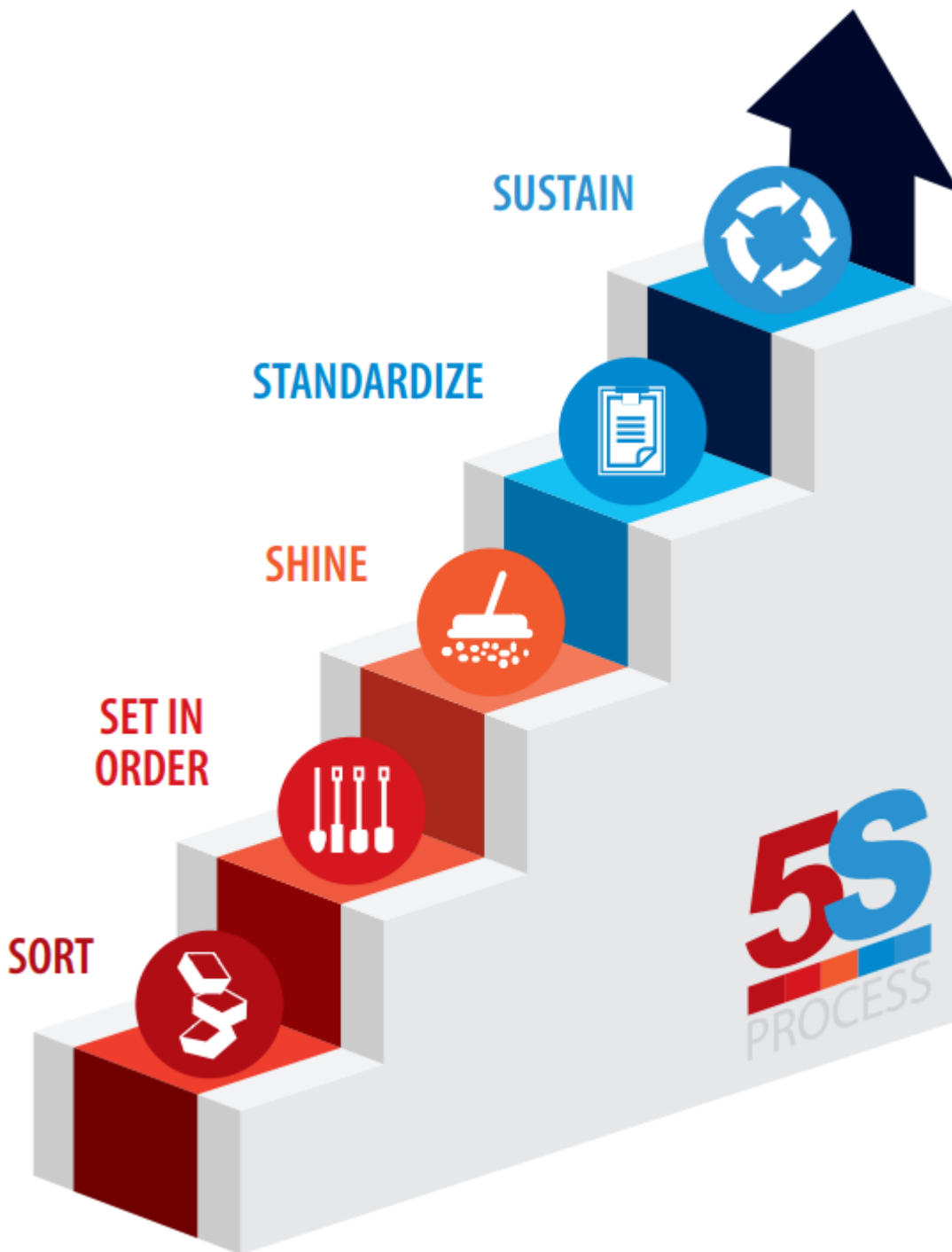
- The goal of 5S is to improve efficiency by eliminating various wastes, including the waste of motion and time spent looking for tools, materials or information.
- Other benefits include improved safety and morale due to a more effective work environment.

### **What Is the 5S Process?**

- **SORT**  
Purge and organize work area.
- **SET IN ORDER**  
Understand where items belong to be easily accessible when needed.
- **SHINE**  
Clean work area to be free of dirt and clutter.
- **STANDARDIZE**  
Document and enforce/reward successful 5S behaviors.
- **SUSTAIN**  
Continuously audit and improve process.

Follow every step with Safety!

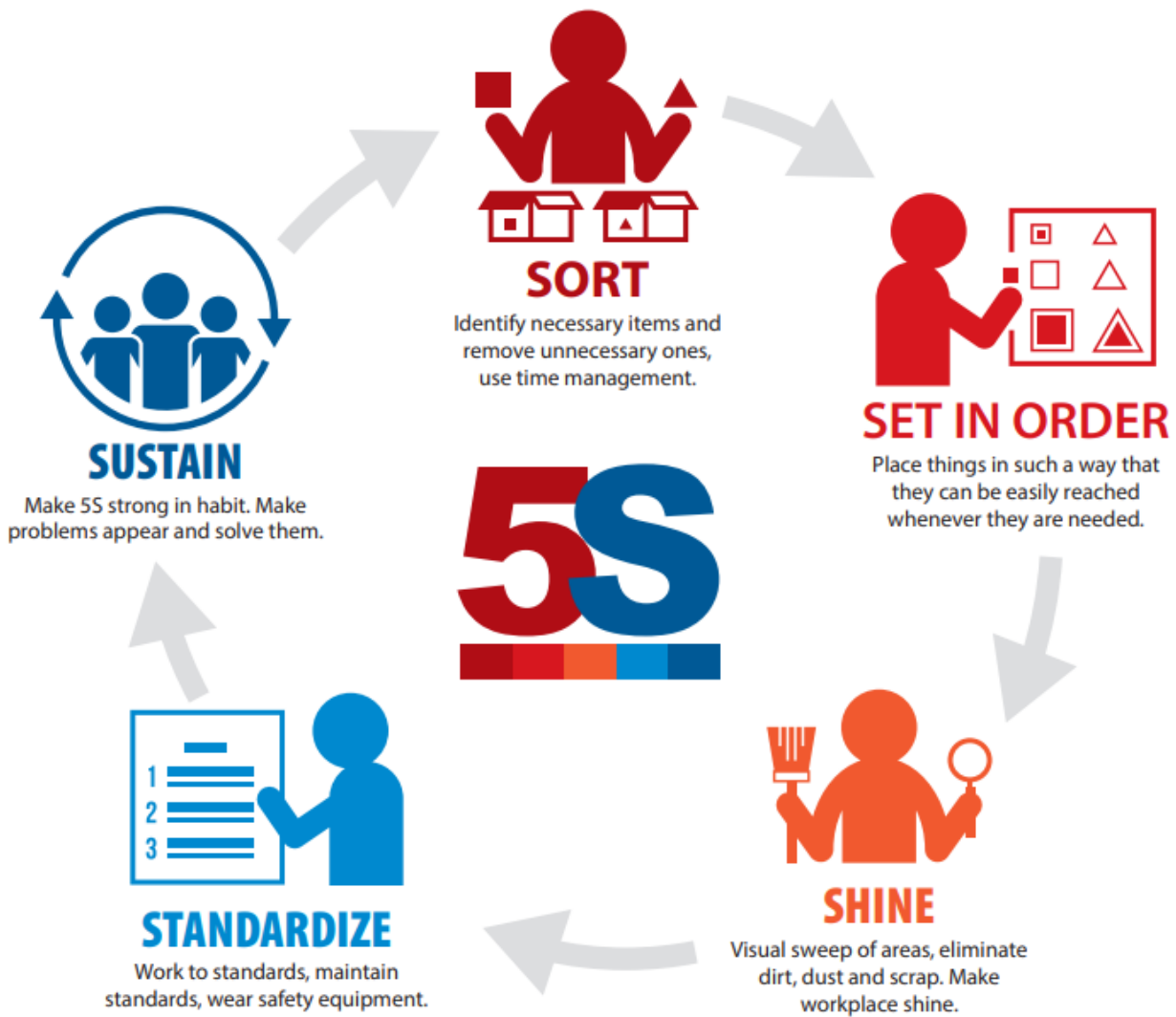
*Download AccuformNMC's recent 5S Visual Solutions Catalog to browse an array of products to help you implement 5S in your workplace.*



## Why Use 5S?

- Remove waste from the workplace.
- Provide an environment where continuous improvement is encouraged and embraced.

- Create a culture of discipline.
- Improve safety.
- Improve quality.



## The 8 Lean Manufacturing Wastes — 5S Addresses Downtime

- Defects
- Over-production
- Waiting
- Non-utilized people
- Transportation
- Inventory in excess
- Motion
- Extra processing

## 1) SORT — Decide What Is Needed

### Definition

- To sort necessary and unnecessary items.
- ~~Store~~ Store items:
  - Often-used items remain in the work area.
  - Infrequently used items move away from the work area.
  - Not needed items are disposed of.

### Why?

- Remove waste.
- Create a safer work area.
- Increase space.
- Visualize the process easier.

### Things to Remember

- Start in one area, then sort through everything.
- Discuss use of items with all persons involved.
- Use appropriate decontamination, environmental and safety procedures.
- Items that cannot be removed immediately should be tagged for later removal to a red tag holding area.
- If necessary, use movers and riggers.

### What Is a Red Tag Holding Area?

- A designated, central storage location for all workplace 5S activity. It holds rarely used items that are managed and sorted by an assigned employee.

### How to Use the Red Tag Method:

- Place items with red tags from sorted areas into the Red Tag holding area.
- Keep items highly visible.
- Clearly label items.
- Assign a Red Tag Manager.
- Document rules for:
  - Placing items in Red Tag area
  - Removal of items
  - Disposition of items



## 2) SET IN ORDER — Arranging Necessary Items

### Definition

- To arrange all necessary items in a designated place that is easily visible and accessible.

### Why?

- Visually show what is required or is out of place.
- Efficiently find items and documents (silhouettes/labels).
- Save time by not having to search for items.
- Travel shorter distances.

### Things to Remember

- Things used together should be kept together.
- Use labels, tape, floor markings, signs, and shadow outlines.
- Shareable items are kept at a central location (eliminates excess).

**A place for everything and everything in its place.**



### 3) SHINE — Cleaning the Workplace

#### Definition

- To clean everything and develop the process to make keeping it clean a part of your everyday work.

#### Why?

- A clean workplace indicates a quality product and process.
- Dust and dirt cause product contamination and potential health hazards.
- A clean workplace helps identify abnormal conditions.

#### Things to Remember

- "Everything in its place" frees up time for cleaning.
- Use an office or facility layout as a visual aid to identify individual responsibilities for cleaning. This eliminates "no man's land."
- Cleaning the work area removes the "grime" of the day to start fresh for success tomorrow.

### 4) STANDARDIZE — Creating Consistency

#### Definition

- To set expectations and processes to make 5S the everyday standard for your workplace.

## Why?

- Maintain the workplace at a level that uncovers problems and makes them obvious.
- Sustain sorting, storage and shining activities every day.
- Continuously improve your office or facility by continuous assessment and action.

## Things to Remember

- Always keep the workplace neat enough for visual identifiers to be effective in uncovering hidden problems.
- Develop a system that enables everyone in the workplace to see problems when they occur.

## 5) SUSTAIN — Maintaining the 5S

### Definition

- To maintain and encourage the implemented 5S procedures on a daily basis through regular checks and recognition programs.

### Why?

- Build 5S into our everyday process.
- Allow the 5S process time to flourish.
- Create opportunities for workplace and production improvement.

### Things to Remember

- Develop schedules and checklists.
- Good habits are hard to establish.
- Commitment and discipline toward housekeeping are essential first steps toward being world class.

## 5S Cheat Sheet

|   |   |                     |   |  |
|---|---|---------------------|---|--|
| 1 |  | <b>SORT</b>         | Remove all items that are not used or needed in the work area.  | <b>“When in doubt, move it out!”</b>                         |
| 2 |  | <b>SET IN ORDER</b> | Find the best location for remaining items, set inventory limits, and place temporary labels, lines and signboards.                   | <b>“A place for everything and everything in its place!”</b> |
| 3 |  | <b>SHINE</b>        | Clean, repair, and paint everything, inside and out. Prevent dirt, grime, and contamination from reoccurring. Inspect while cleaning. | <b>“Make it clean and keep it clean”</b>                     |
| 4 |  | <b>STANDARDIZE</b>  | Write 5S SWIS for maintaining and controlling the first 3.  | <b>“Quality processes on time every time!”</b>               |
| 5 |  | <b>SUSTAIN</b>      | With Management support, use 5S Board, Monthly audits and recognition.  | <b>“The most difficult – just do it!”</b>                    |