

Innovate

## Infographic: Make 5S a Reality in Your Machine Shop

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**Are you ready to rethink how you work now or how you can improve your shop floor processes further? Then consider adopting 5S practices. Here are five steps to begin working more efficiently.**

Moving to a new approach on the machine shop floor can be tricky and affects not just processes but also the culture of the business. And, there's also the critical fact, that it can be a challenge to get started amid ongoing work and production demands.

With 5S, one of the benefits is that a team can make small changes and then expand on them. Essentially, 5S requires just these five steps: sort, set, shine, standardize and sustain.

If a business engages the entire team and begins to address each one on one project or manufacturing line, it can work through the process, resolve any issues and then extend the approach.

When faced with the culture hurdles that come with change in any business, it makes sense to get employees to think about what's possible—the outcomes—rather than the comfort they have in how they work now. As Henry Ford said, "If you always do what you always did, you'll always get what you've always got."

Communication will be critical. Adopting a new approach to how the machine shop works will require sharing information and details of the 5S adoption strategy and a roadmap up, down and across the business.

Here's the five-stop approach to move toward 5S and *lean manufacturing*.

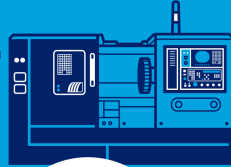
# Make 5S a Reality in Your Machine Shop

Besides being an excellent organizing method, 5S is a way to involve each machinist in the practice of lean manufacturing and be responsible for outcomes in their work area. Get higher machine availability, lower defect rates, better use of space and improved safety. The key? 5S requires everyone's participation—and open communication and feedback.

## 1. Sort

**MINIMIZE** unnecessary work later by removing items that you do not need. Use only what must be there and keep it close by.

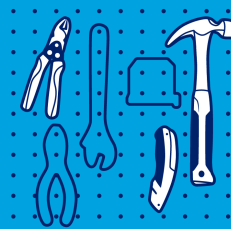
If you have multiple machines, organize each individual work area to have the items always used



nearby. Move those items never used elsewhere. Inventory management solutions such as vending and bin organization in close proximity to machinists can all help eliminating waste—and having only what is needed and used nearby.

## 2. Set

**CREATE** a visual work area for immediate clarity. Place tools and frequently used items in locations that minimize movement. Map out movements to see areas of spatial waste.



Examples: A peg board with visual outlines of hand tools in bright colors. Each workstation should be designed for an economy of motion. Make a diagram of lines showing distance from tool crib, materials and finished goods across the entire shop floor.

## 3. Shine

A **CLEAN** and fully-functioning work area is a productive one. Clean your work area daily and as you go.

While cleaning or 'shining', give attention to inspecting the work area. Look for leaks, vibration, cracks or

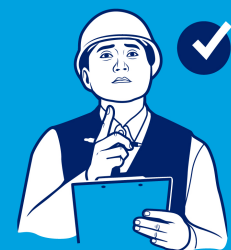


anything that might need preventative maintenance. Be mindful of problems that could affect production. Knowing your tool wear is one way to shine your productivity.

## 4. Standardize

**TO MANAGE** in a lean way every day, the same practices need to be documented and actively participated in.

In its most simple form, it could mean using checklists that are easy to find, see and perform—and always focus on

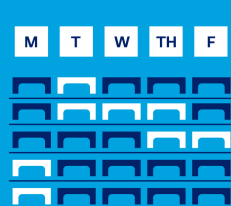


continuous improvement or what the Japanese call "kaizen." Lists can help organize the before and after times of the work day for maximum efficiency and maintenance.

## 5. Sustain

**REPEATING** processes is one of the most important aspects of 5S. Without it, former wasteful habits are bound to recur.

Actively focus on 'sustaining' the new lean practices by having department tour inspections, making sure



checklists are being used, having management and team check-ins that include feedback on what is working, use and improve visual cues and signs.

While implementing a lean philosophy can be daunting, it does not require thousands of employees and billions in revenue. Learn more by reading "*Transforming to Lean Manufacturing.*"

Want to learn more about 5S and lean manufacturing? See more articles and information here:

*Principles of Lean Process Improvement: Minimize Movement*

*Is Your Operation Ready for Next Generation Lean?*

*To Optimize MRO, Get Smart with Lean Supply Chain Management*

*Quick Start Guide to 5S Methodology*

*Lean Manufacturing: Improving TPM With OEE Calculations and Methods*

*Get Lean: Choose Better Tools, Compress Time, Deliver On Time*

*Infographic: 5 Ways to Modernize and Optimize Supplier Inventory Management*

*8 Total Cost of Ownership Questions for an MRO Supply Chain Expert*

*Have you adopted 5S in your machine shop? If so, share your lessons learned or potential pitfalls to watch for.*

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