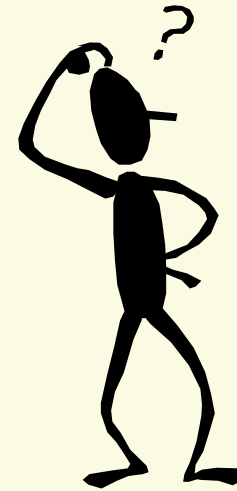


5S BASIC TRAINING

What is 5S and why do we want to do it?



What is 5S and why do we want to do it?

5S is short for: Sort, Set in Order, Shine, Standardize and Sustain

5S represents 5 disciplines for maintaining a visual workplace (visual controls and information systems).

These are foundational to Kaizen (continuous improvement) and a manufacturing strategy based "Lean Manufacturing" (waste removing) concepts.

5S is one of the activities that will help ensure our company's survival.

5S

1. **Sort** - All unneeded tools, parts and supplies are removed from the area
2. **Set in Order** - A place for everything and everything is in its place
3. **Shine** - The area is cleaned as the work is performed
4. **Standardize** - Cleaning and identification methods are consistently applied
5. **Sustain** - 5S is a habit and is continually improved

Also - Work areas are safe and free of hazardous or dangerous conditions

Some New Words

Red Tag-Process for tagging, removing and disposing of items not needed in the work area.

Lean Manufacturing-concepts that seek continuous improvement by removing waste in processes

Some Japanese words you need to know:

Kaizen-(pronounced “ki zen”) - improvement

Kaizen Event and 5S Event-Planned improvements to a specific area or process (usually take 3 to 5 days).

5S Events focus on making 5S improvements.

Muda-(pronounced “moo da”) - waste

Gemba-(pronounced “gim ba”) - workplace

New Words - Continued

Kanban-(pronounced “kon bon”) - Pull type inventory control system. Items are only produced to meet customer needs. The request to produce more is signaled from an upstream operation and/or customer orders.

Value Stream Map - A diagram of all processes needed to make and deliver the product to the customer.

OTHER PROBLEM SOLVING TOOLS

TOC-Short for Theory of Constraints. Problem solving and constraint management methods. Use the 5 Step form of TOC to solve problems that you will encounter in your continuous improvement efforts.

Some 5S Examples



Before 5S



After 5S - Cleaned,
organized and drawers
labeled (less time and
frustration hunting)

5S Examples - Sort, Set in Order



See the difference?

1. **Sort** - All unneeded tools, parts and supplies are removed from the area
2. **Set in Order** - A place for everything and everything is in its place

5S Examples - Shine



3. Shine - The area is cleaned as the work is performed (best) and/or there is a routine to keep the work area clean.

5S Examples - Standardize

4. Standardize - Cleaning and identification methods are consistently applied

Departments have weekly 5S tours

Every job has duties that use Sort, Set in Order and Shine

We all have common duties to do our part to keep all areas of the plant in shape - breakroom, restrooms, locker area, parking lot, etc

5S Examples - Sustain

5. Sustain - 5S is a habit and is continually improved

5S is a simple concept with powerful results.

You will get additional information on 5S so that you will be well equipped.

Our experience is that the more we do 5S the better the work environment becomes: cleaner, safer, more organized, the work is easier, less confusion and less stress.

Use the 5S (work\home\play) - The more you use it the easier it becomes and life just gets better and better.

The Good, Bad and the Ugly

First the Bad and the Ugly - Life Without 5S



The Good



What is Waste (Muda)?

Some of the main forms of waste are:

Overproduction

Waiting for materials, machines, or instruction

Transportation or movement

Excessive inventory

Inefficient machine processing and/or operation

Producing defects

Part or line changeover or machine setup

Inadequate housekeeping

Miscommunication or inadequate instruction



Improvement (Kaizen) Principles

Get rid of all old (false) assumptions.

Don't look for excuses, look for ways to make it happen . .

Don't worry about being perfect - even if you only get it
half right “start NOW”!

It does not cost money to do KAIZEN.

If something is wrong “Fix it NOW”.

Good ideas flow when the going gets tough.

Ask "WHY" five times - get to the root cause.

Look for wisdom from Ten people rather than one.

Never stop doing KAIZEN.

Summary

5-S is for you.

Clean-up and organize your work area every day so that each new day is easier and safer than the day before

Share your input with your leaders so that the tools you need will be available to you, increasing your efficiency.

Volunteer to help with the 5S tours and 5S events.

Take a good look around...Imagine zero waste/zero confusion!