

5s seiri or sort

The first stage of 5S, sorting out the clutter

The Steps of 5S

- **Seiri – Sort (Clearing)**
 - clearly separating necessary from unnecessary, and remove unnecessary
- **Seiton – Set in order (Configure)**
 - visually arrange and identify items for ease of use and retrieval
- **Seiso - Shine & Check (Clean & Check)**
 - keep the workplace clean (not pretty) to allow problems to be identified
- **Seiketsu - Standardise (Conformity)**
 - continually monitor the level of clearing, organising and cleaning
- **Shitsuke - Sustain – (Custom & Practice, Consensus)**
 - work towards a shared set of values regarding clearing, organising and cleaning
- **Safety**
 - improve through better clearing, organising, cleaning and visual control

And the 6th S:

The First “S”; Seiri or Sort

- The aim is to remove everything but what is actually required every day from the work space.
- Only items that are needed remain in the workplace, all others are removed or scrapped.

Why remove clutter?

- **Frees up space.**
- **Removes clutter/obstacles.**
- **Stops people adding to it.**
- **Stops hoarding.**
- **Improves safety.**
- **Gives control of what is in your area.**
- **Begins the orderliness process**



Who is involved?

- Everyone in the 5S team and the area concerned.
 - Team should involve people who are from outside the area who are more likely to challenge and question the need for some items.

Sort process

- Whole team should spend a few hours going through the entire area (Inside cabinets, under and behind machines, everywhere!);
- All obvious scrap should be put in the skip
- All unidentified items should be put in the “red tag” / quarantine / “Crime watch” area.
- All unnecessary items which have value should also be placed in this area
- Items which are too big or difficult to remove should have red tag attached.
- Only Items that are required should remain

Red tag / quarantine / crime watch area

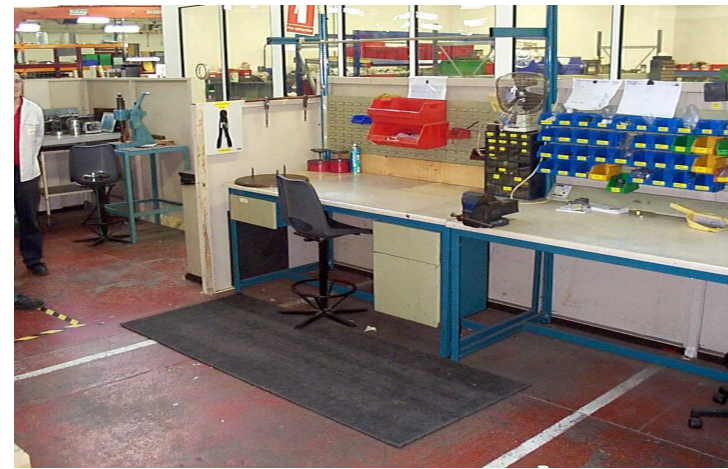
- Storage area for unidentified items and items that are not required but have a value.



Red tag area and items

- The red tag area should be reviewed after the clearing process.
- Involve everyone to decide disposition of the items;
 - Scrap
 - Storage
 - Return to area
- Machines and other items with red tags attached should also be reviewed and disposition decided and planned.

Before and after



What's next?

- At the end of seiri (Sort or Clearing) you should only have the items in your area that are required.
- The next stage of 5S is Seiton (Set in Order) where we set those items in order.

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