5S Seiton – set in order

Configuring the workplace the second stage of 5S
Stages 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:
Purpose of seiton – set in order

• A place for everything and everything in its place.
• To arrange all necessary items for economy of movement.
• Place according to frequency of use.
• To have a designated place for everything, label, classify and make easily visible.
• Provide safe storage - heavy items low, light items high.
• Ensure safe access.
• Begins the process of standardization.
Organizing the workspace

• Set in order is not just about labeling everything and putting it on a shelf.

• What is the best location for an item to reduce wasted movement in the process and reduce safety issues?

• How can we make the process more visible?
Set in order examples
Set in order for economy of movement

• Place items in the most ergonomic position to reduce reaching, turning and bending;
  • Component boxes fed from the rear of the work area.
  • Tools hanging from overhead.
  • Components presented in the right orientation to prevent having to turn them
  • Scissor lift platforms to deliver items at a uniform height.

• Solutions should be no-cost or low-cost, if we have to spend large sums of money then we have not thought hard enough about the problem.
Too many items?

- Identify items as Runners, Repeaters and Strangers;
  - List jobs by production volume (largest to smallest)
  - Identify jobs as runners, repeaters and strangers

For example:

<table>
<thead>
<tr>
<th>No of Jobs</th>
<th>Prod'n Volume</th>
<th>MTB Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runner</td>
<td>20 %</td>
<td>80 %</td>
</tr>
<tr>
<td>Repeater</td>
<td>30 %</td>
<td>15 %</td>
</tr>
<tr>
<td>Stranger</td>
<td>50 %</td>
<td>5 %</td>
</tr>
</tbody>
</table>

Copyright Leanman 2015  Leanmanufacturingtools.org
Runners repeaters and strangers

• Tooling, fixtures, materials etc. for;

• **Runners** – stored as close as possible to the work area as these are required most often

• **Repeaters** – Stored after the Runners

• **Strangers** – Can be located in a storage area if insufficient space in cell.
What should be in place at the end of Seiton

• A place for everything and everything in its place.

• Should be obvious if anything is missing or out of place

• Organized ergonomically and for frequency of use

• Movement and access should be safe without obstacles
What is after Seiton – Set in Order

• The 3rd and next stage of 5S is Seiso or Shine and Check;

• In this stage we will inspect and clean everything to ensure that all items are bought back to an “as new” condition and maintained as such.
Copyright and Disclaimer

• Any commercial use of this presentation and the content therein is prohibited without prior permission. Requests for permission to use can be made through the contact page of http://leanmanufacturingtools.org/contact-page/
• This presentation is for personal use only and cannot be reproduced or circulated by anyone other than www.leanmanufacturingtools.org
• Content may be quoted or reproduced for private and educational assignments as long as a proper citation is given referring leanmanufacturingtools.org
• The information within this presentation and website are for information purposes only and any action taken is at your own risk.